

Links:

- User's Guide
<http://na2.know.hp.com/teams/CIC/Training/ROSA/backend-script-w-slides.pdf>
- Distribution Website - <http://wps.corp.hp.com/programs/distribution>
- Training – Loading the SAP GUI
http://wps.corp.hp.com/development/qdg/rosa/sap-install_skin.htm
- Training – Creating a Shipment in ROSA
http://wps.corp.hp.com/development/qdg/rosa/rosa-creator_skin.swf
- Transaction Codes
http://na2.know.hp.com/teams/office_services_team-Brigitte/WebFlagship/ROSA_tcodes.xls
- SCAC Codes and Routes
http://na2.know.hp.com/teams/office_services_team-Brigitte/WebFlagship/ROSA-routes.xls
- Tax IDs for Brazil
http://na2.know.hp.com/teams/office_services_team-Brigitte/WebFlagship/ROSA_BraziltaxID.xls
- IncoTerms
http://na2.know.hp.com/teams/office_services_team-Brigitte/WebFlagship/ROSA-Incoterms.xls

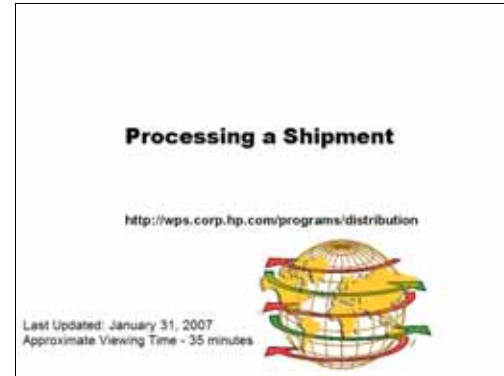
Slide 1 - Copy of Opening Screen



Slide notes

Welcome to the Distribution Services Training Series. You can use the buttons in the bottom left hand corner of the presentation to control your training experience. Please be sure to turn your Pop-up blockers off.

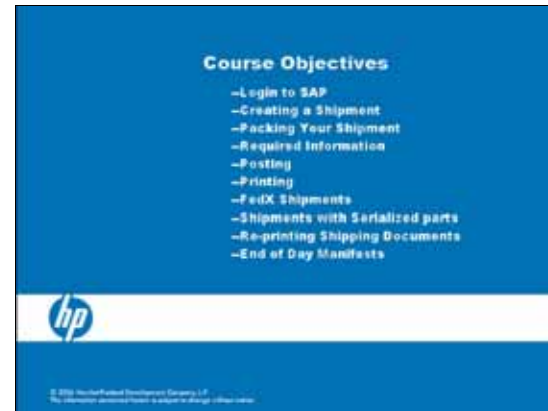
Slide 2 - Slide 2



Slide notes

Today we show you how to enter the ROSA- SAP interface so that you can process a shipment.

Slide 3 - Copy of Copy of Objectives



Slide notes

During this training we will review how to login to SAP, Create and pack a shipment including all required information. You will then post your shipment and print the necessary packing information. We will also cover specialized cases such as FedEx shipments, shipments containing serialized parts and review how to print manifests of daily activity as well as reprint shipping documents.

Slide 4 - Slide 4

Before Logging in

Complete the SAP Graphical User Interface (GUI) installation

Installation of SAP Interface - Training

Create a Shipment in ROSA - Training

User's Guide



If you have any problems with link buttons:

- Access through the User's Guide (posted on the Distribution website)
- Hit F5 to refresh or
- Click the button again
- Make sure Popblockers are disabled

Continue with the presentation

Slide notes

To get the most value from this training, you should have already installed the SAP GUI. You should also review how a shipment is created in ROSA by taking that self-paced training. If you have not completed these steps - you can access the training now and return to this course at a later time. Note that the installation of the Graphical user interface will take approximately one hour. If you have already installed the GUI, You may want to print out the users guide so you can take notes during this training. If you have you problems with links they are available on the users guide at the distribution site. When ready, then continue with this presentation in the bottom right hand corner

http://e-learningstreaming.learn.hp.com/PF51/distribution/sap-install_skin.swf

http://e-learningstreaming.learn.hp.com/PF10/distribution/rosa-creator_skin.swf

<http://na.know.hp.com/teams/CIC/Training/ROSA/backend-script-w-slides.pdf>

Slide 5 - Slide 5



Slide notes

To enter ROSA-SAP interface, ..double click on the SAP Logon Icon on your desktop

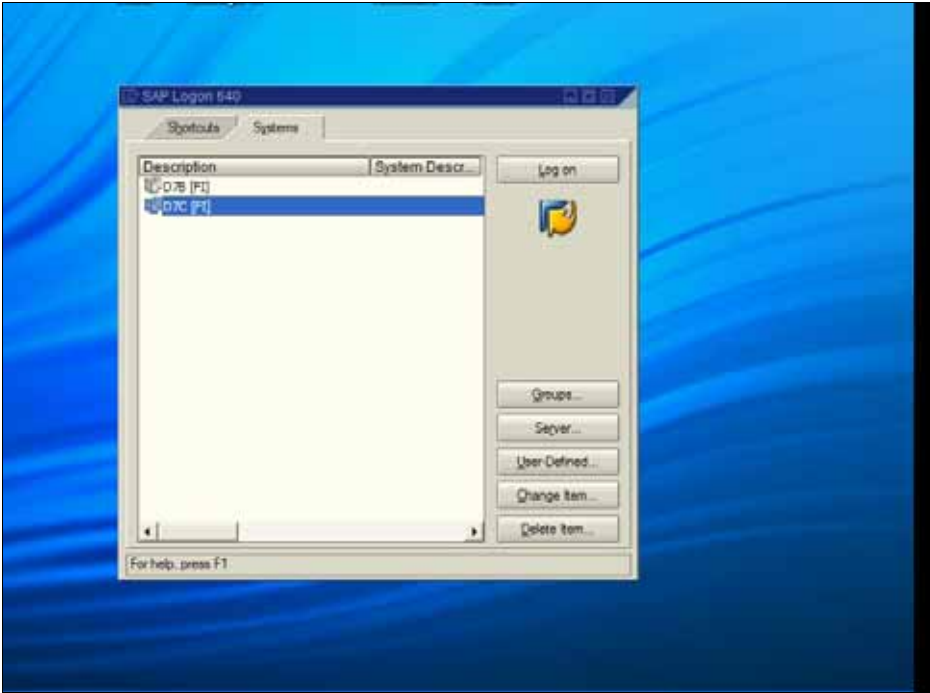
Slide 6 - Slide 6



Slide notes

The launchpad screen will show your server options. Non US users will select D7C, then logon. In the U.S., you should select server ROSA D7C.

Slide 7 - Slide 7



Slide notes

Slide 8 - Slide 8

Slide notes

you will be shown the logon screen. Enter your user name and password.

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Slide notes

Slide 10 - Slide 10

Slide notes

Part of the process for installing your GUI interface was to reset your password, so enter that now

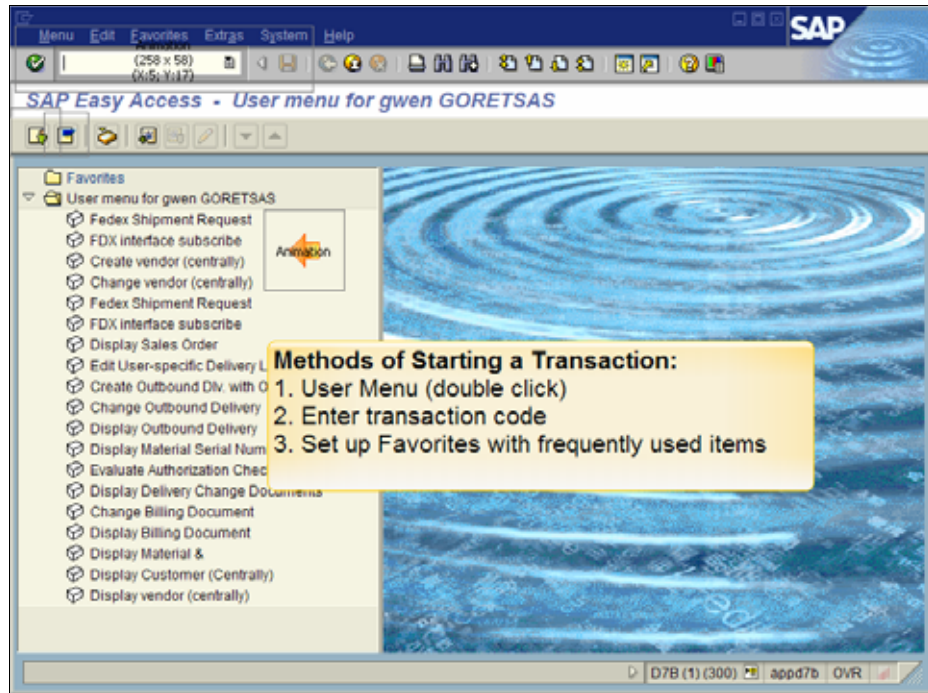
Slide 11 - Slide 11



Slide notes

and hit enter. Note you will be required to change your password every 90 days.

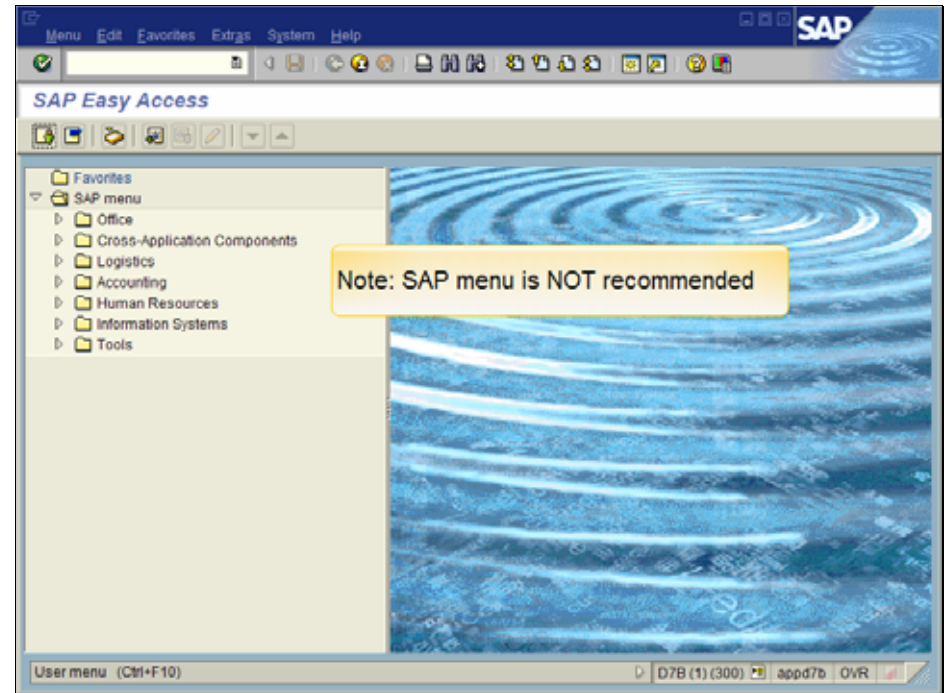
Slide 12 - Slide 12



Slide notes

You are now taken to the SAP graphical user interface. Normally you will use one of 3 methods to initiate a shipment. Your user links accessed by this icon will show you all the transactions you have been configured to make. You can type in a transaction code here or you can set up your most frequently used features in your favorites. The SAP menu

Slide 13 - Slide 13



Slide notes

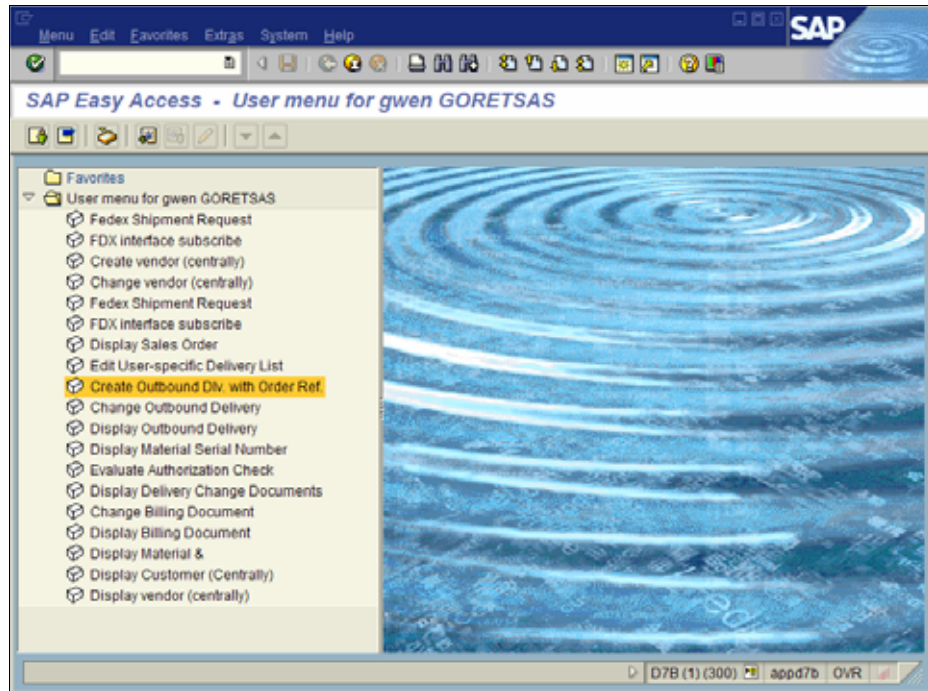
is not recommended as it displays features and databases you do not have access to. So let's go back to the users menu

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Slide notes

you could double click on create an Outbound delivery with an Order Reference

Slide 15 - Slide 15



Slide notes

or we could enter a transaction code

Slide 16 - Slide 16

Slide notes

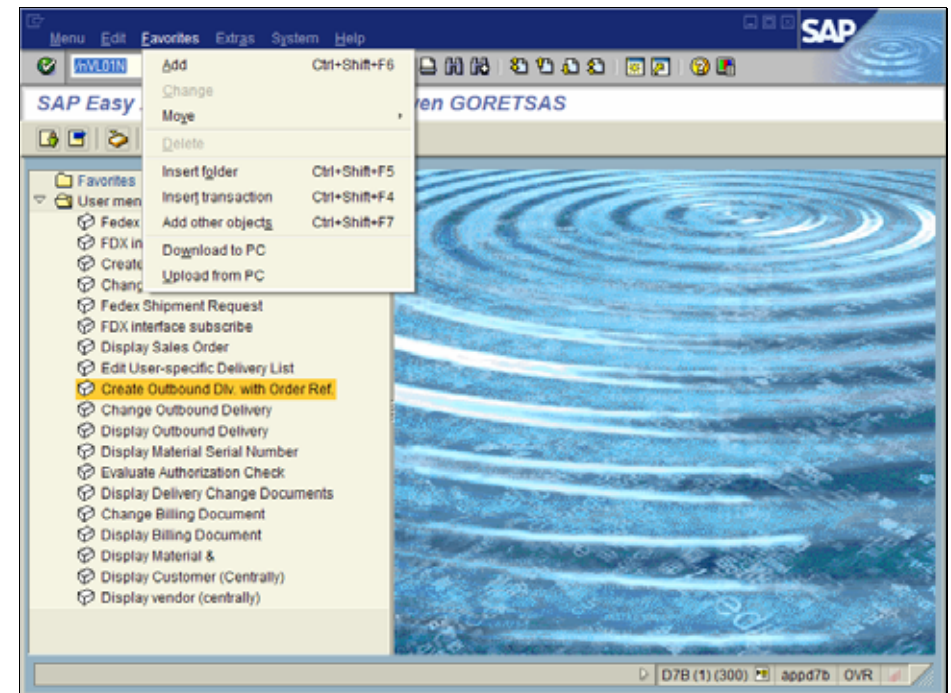
which for creating an outbound shipment is forward slash nVL01N

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Slide notes

and for frequently accessed transaction codes you can save these to your favorites by clicking on favorites

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Slide notes

Then Add

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Slide notes

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Slide notes

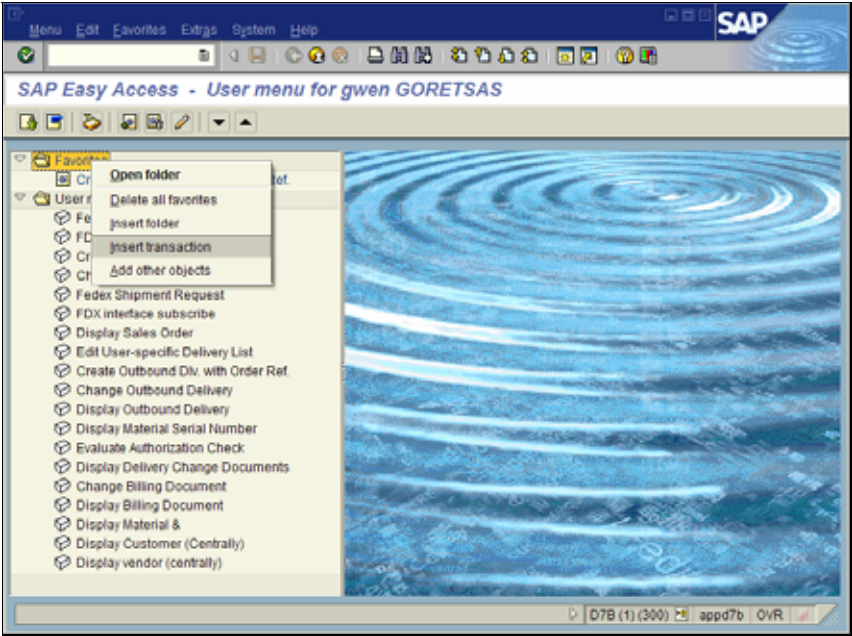
You can now see this option under Favorites

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Slide notes

You can also right click on favorites

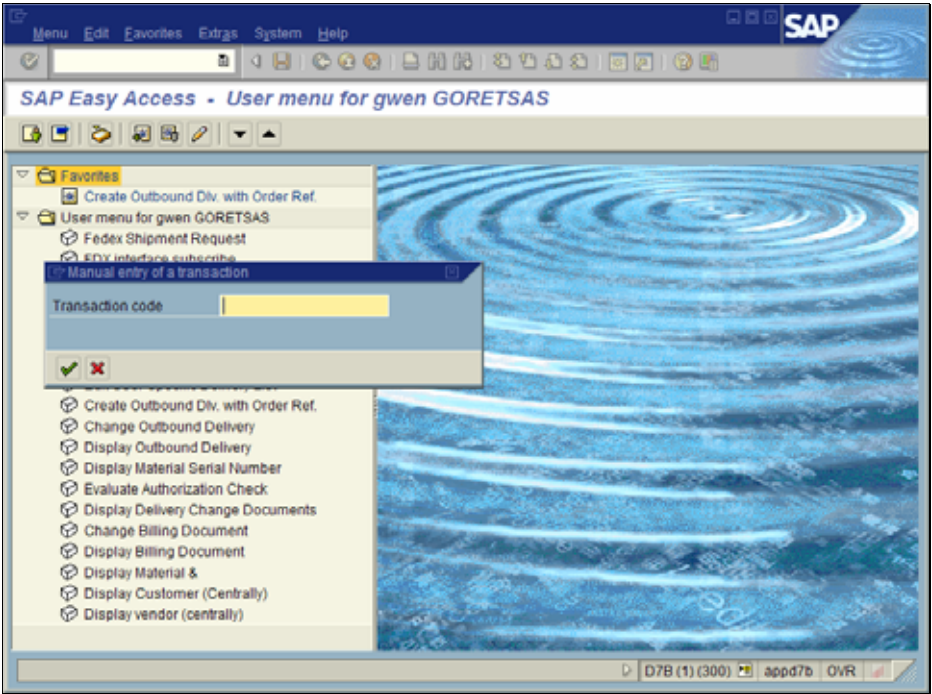
Slide 22 - Slide 22



Slide notes

and select insert transaction

Slide 23 - Slide 23



Slide notes

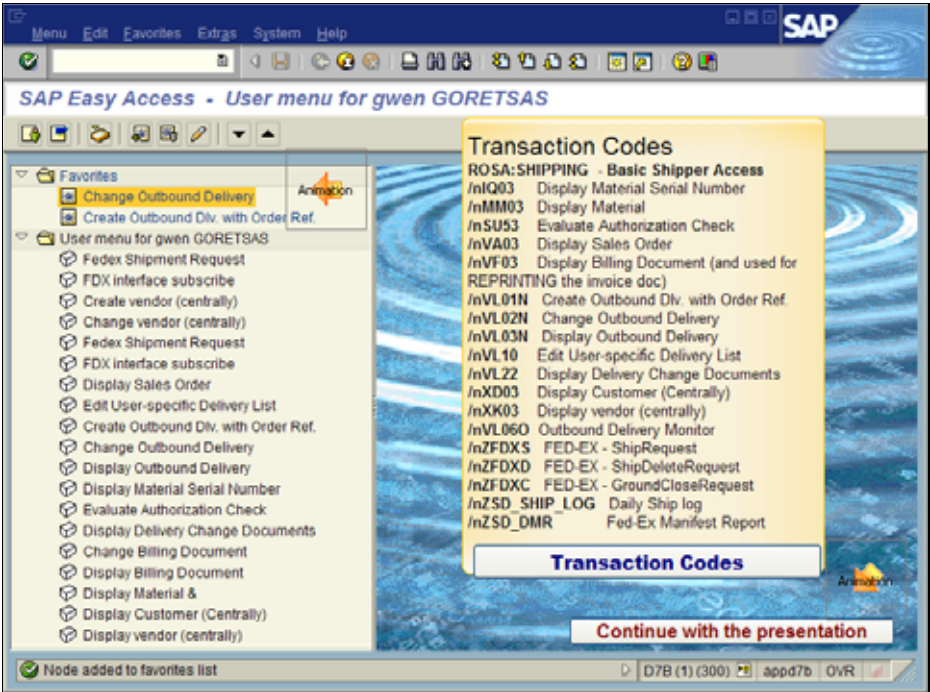
and type in the transaction code in the box provided

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Slide notes

then click the green check mark to continue.

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Slide notes

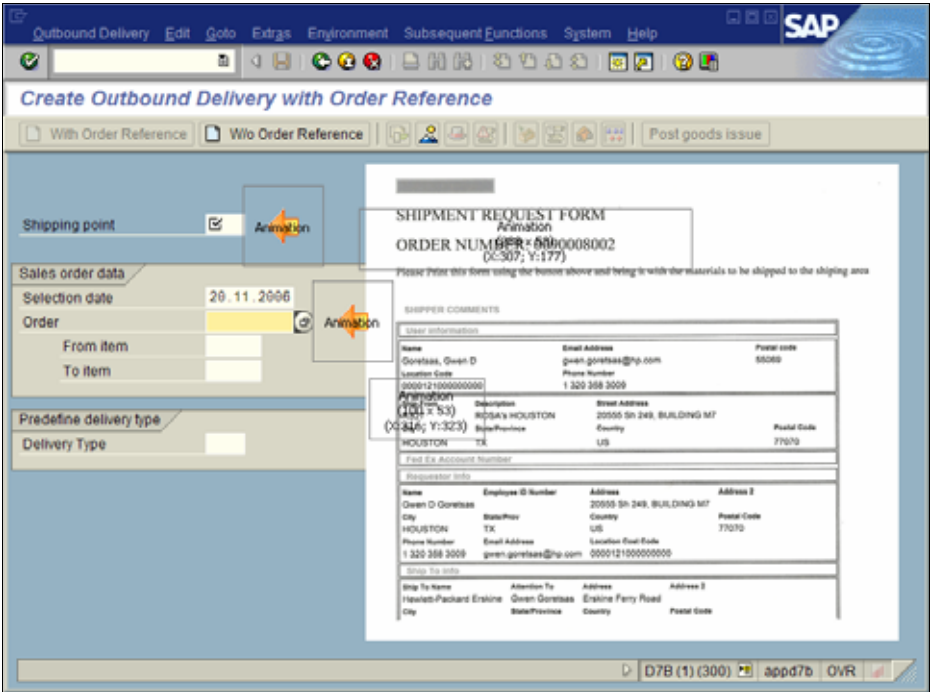
You'll see that we now added Change an Outbound Delivery to our favorites. The list of most frequently used transaction codes is provided here. You can print these out at the link provided for future reference, then continue with the presentation in the bottom right hand corner.
http://na2.know.hp.com/teams/office_services_team/Briette/WebFlanShip/ROSA_codes.xls

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Slide notes

So let's create an outbound delivery

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Slide notes

When you look at the shipping request form - you will need to get the order number and the ship from location .. which of course should be your location for processing. Enter that information into the fields . first we'll enter the shipping point.

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Slide notes

Note - if you do not know your shipping point code, you can click on the icon to get a full listing.

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Shipping point

Restrictions

Shipping point must match the shipping request document.

ShPt	Description
0001	Menlo/Lathrop Depot
0003	Menlo/Woodland Depot
0006	Menlo/Richmond Depot
0007	Menlo/D725
0008	Tahung (CM)
0009	Manual/common shipping point
0010	SCI (SMS)
0011	SCI (CTO)
0012	IC 3rd Party Shp Pt
0013	Rancho Dominguez (non-SMS)
0015	Roseville - 0 day build
0016	Menlo / Memphis Depot
0017	SCI Commercial / (Menlo SMS)
0018	Jabil/Louisville
0019	LPCD Richmond - MSL
0024	SCI Commercial - 3 days build
0026	Lincoln - 1 day build
0027	Lincoln - 2 day build

Slide notes

the code entered must match the shipping request form so that's the easiest place to find it

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Slide notes

and now the order number

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Shipping point

RS27 ROSA's HOUSTON

Sales order data

Selection date

Order

From item

To item

Predefine delivery type

Delivery Type

Type in order number, then ENTER

Slide notes

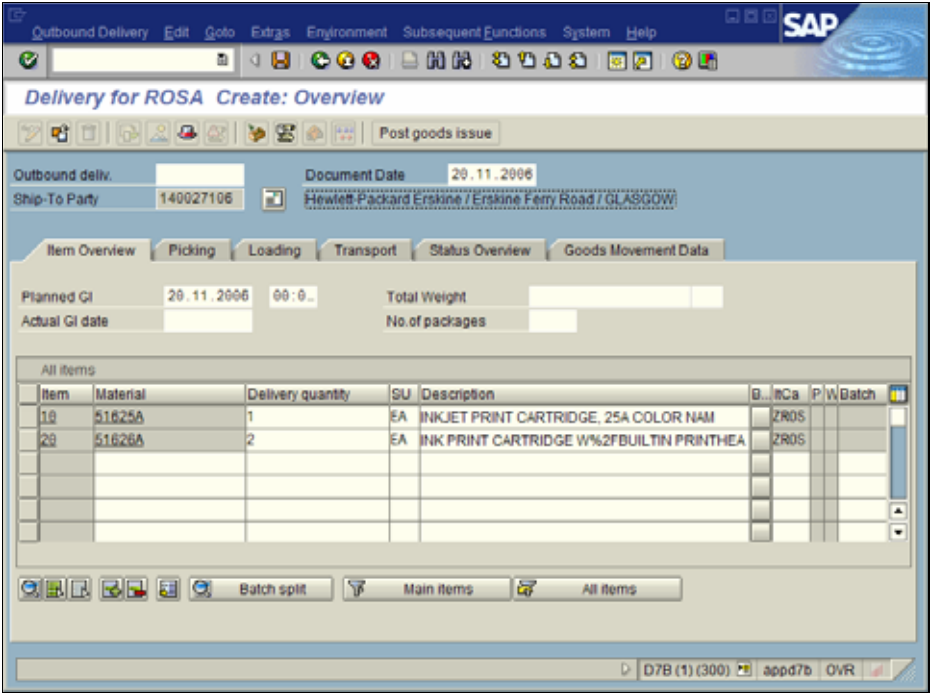
and hit enter

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Slide notes

or you can click on the Enter Icon in the top left corner

Slide 33 - Slide 33



Slide notes

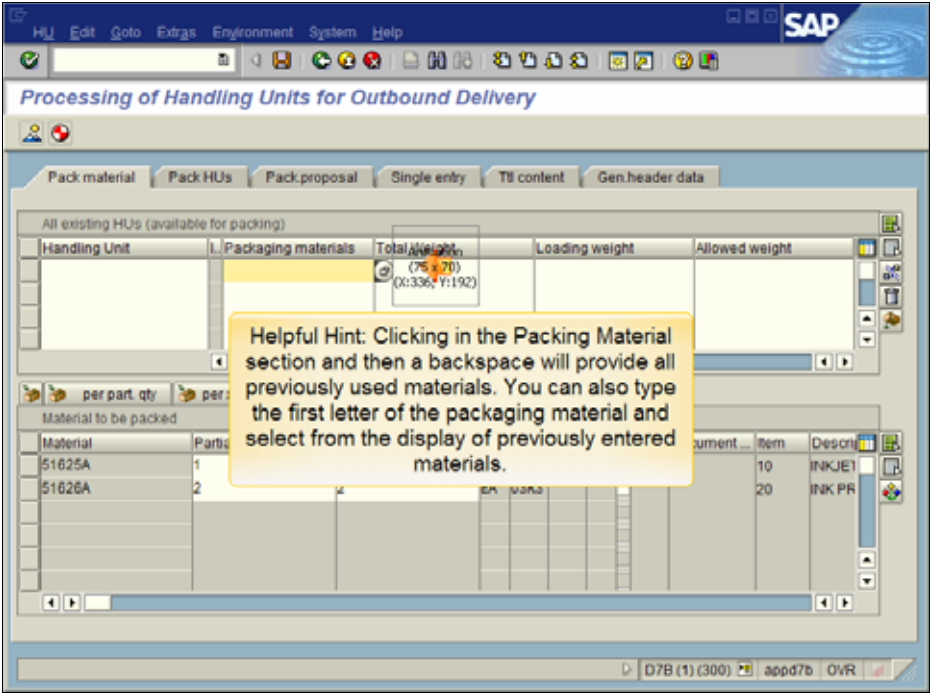
This takes you to the overview screen where you can see the items listed for this shipment

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Slide notes

Click on the PACK icon to prepare your shipment

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Slide notes

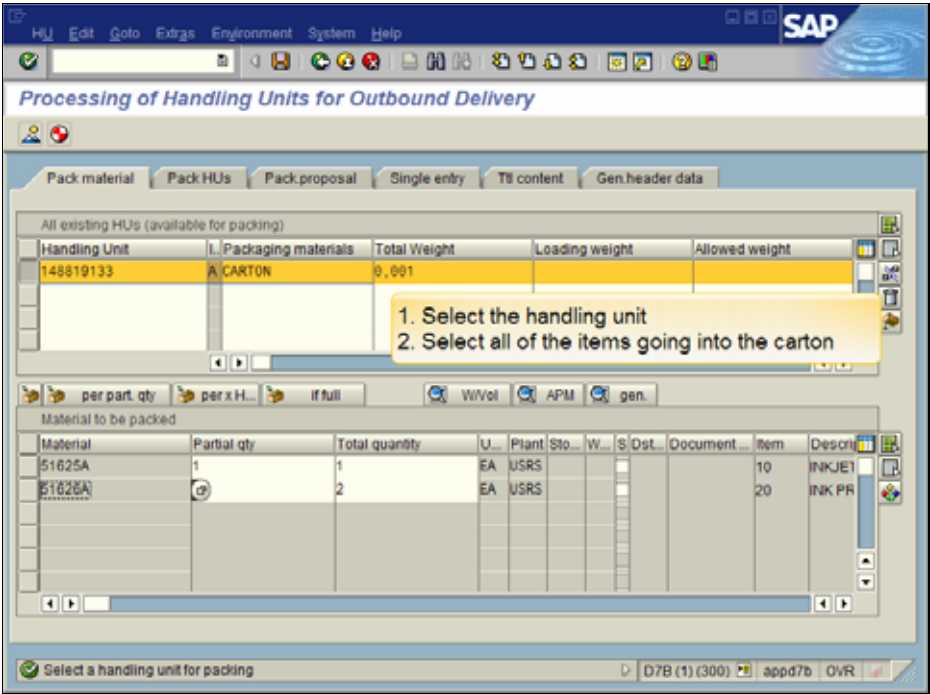
Available packing materials can be accessed using the drop down or you can click in the packing material section and backspace and it will show all previously used packing materials, then hit enter or the continue icon in the top left hand corner.

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Slide notes

The handling unit Id will be assigned, click on the box to the left of the handling unit to highlight the box you are going to pack.

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Slide notes
then select all the items that will be going into the carton

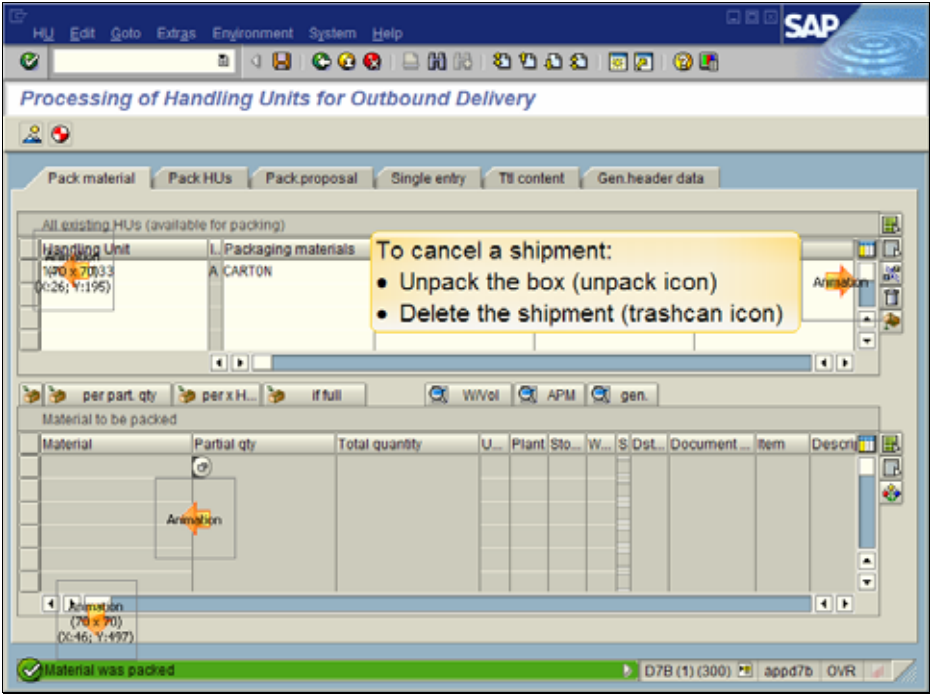
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Slide notes

Slide 39 - Slide 39

Slide notes
And using the pack icon on the far left - indicate that they are in the box. If not all items will fit in box, you can edit quantity by clicking on it before you pack and the identified quantity will move into the carton, leaving the remainder to be packed in another box. For now, use the single pack icon – the other pack features will be enabled at a future time and you will be informed when that occurs (show arrow for other options).

Slide 40 - Slide 40



Slide notes
You can see all our material disappears from the lower area and you get a confirmation that it has now been packed. you now need to enter the total weight of the box with its contents. If you select your handling unit (left side) . you have tools on the right side and you can undo your action(s). such as unpack, delete (trashcan) . note you can't delete a box before you unpack. For instance, if a shipping order is cancelled or there is a problem with the shipping order - you must notify the creator, unpack the box using the icon unpack icon on the right side, then delete the delivery using the trashcan icon.

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Slide notes
Now let's enter our weight

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Processing of Handling Units for Outbound Delivery

Pack material | Pack HU's | Pack proposal | Single entry | Ttl content | Gen.header data

All existing HUs (available for packing)

Handling Unit	Packaging materials	Total Weight	Loading weight	Allowed weight
148819384	A CARTON	8.684		

Note: Weight defaults to metric (kilograms)
It is recommended that you change your SCALE to metric.

Material to be packed

Material was packed

D7B (1) (300) appd7b OvR

Slide notes

Note that the default unit of measure in SAP is kilograms. Although it is recommended that you just change your scale to metric - Let's go through what you would need to do to change your unit of measure or to make the unit of measure more easily visible.

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Processing of Handling Units for Outbound Delivery

Pack material | Pack HU's | Pack proposal | Single entry | Ttl content | Gen.header data

All existing HUs (available for packing)

Handling Unit	Packaging materials	Total Weight	Loading weight	Allowed weight
148822728	A CARTON	5.999		

per part. qty | per x H. | if full | WWol | APM | gen

Material to be packed

Total quantity	U.	Plant	Sto.	W.	S.	Dist.	Document	Item	Des
2	EA	USRS						10	INK

Tare weight | W. | Total

8.001 | KG |

Setup of Weights Data Entry
1. Scroll until you see "Weight Unit" Column

Slide notes

On the packing screen, scroll to the right until you find the Weight unit column. You will probably only see the letter W above the column and it will have a value of KG for kilogram. Click on the column header and drag it left next to the total weight column.

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Setup of Weights Data Entry

1. Scroll until you see "Weight Unit" Column
2. Click on the column header
3. Drag it next to the total weight column
4. Scroll to the next weight column, click on the column header and drag next to the "W" column previously moved

Slide notes

Again, Scroll to the right and find the next weight column. Once again, click on the column header and drag it next to the other weight column.

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Setup of Weights Data Entry continued . . .

5. Click on the Configuration Icon
6. In the Variant field type "ROSA"
Make sure "Use as standard setting" is checked
7. Click Create
8. Click Save

Slide notes

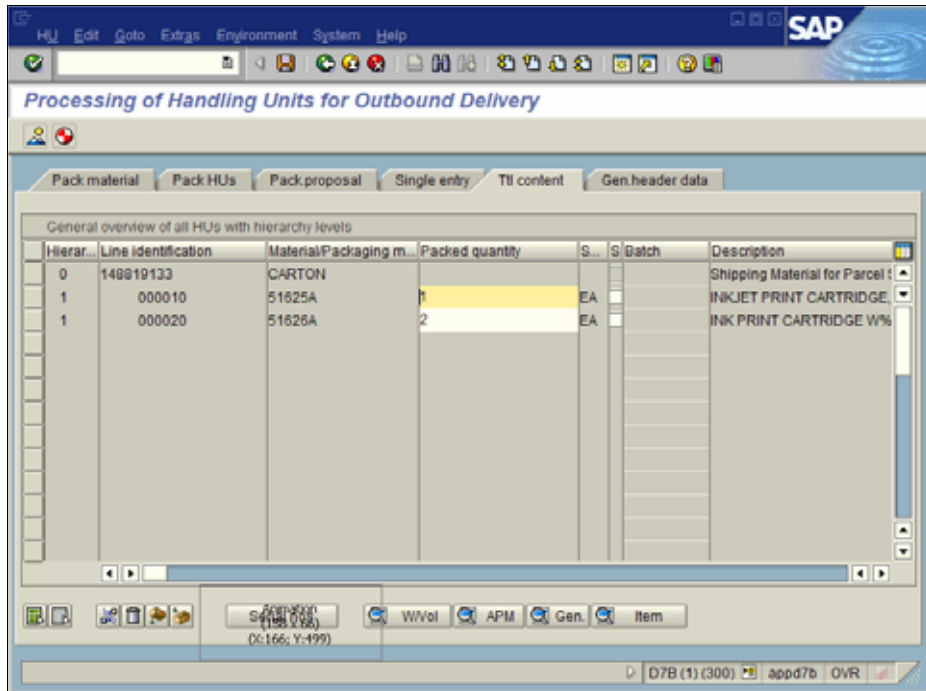
Click on the little configuration icon at the top right corner. In the Variant field type ROSA and make sure the "Use as standard setting" is checked, then click create. Now click Save. Once you have done this you will now see your weight column visible. If you are not using a metric scale - you will have to change the units to lbs with each shipment by entering LB in both weigh columns. Once you enter your weight, hit enter and the loading weight should autocalculate.

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Slide notes

If the contents were serialized you would then go to the Total Contents tab.

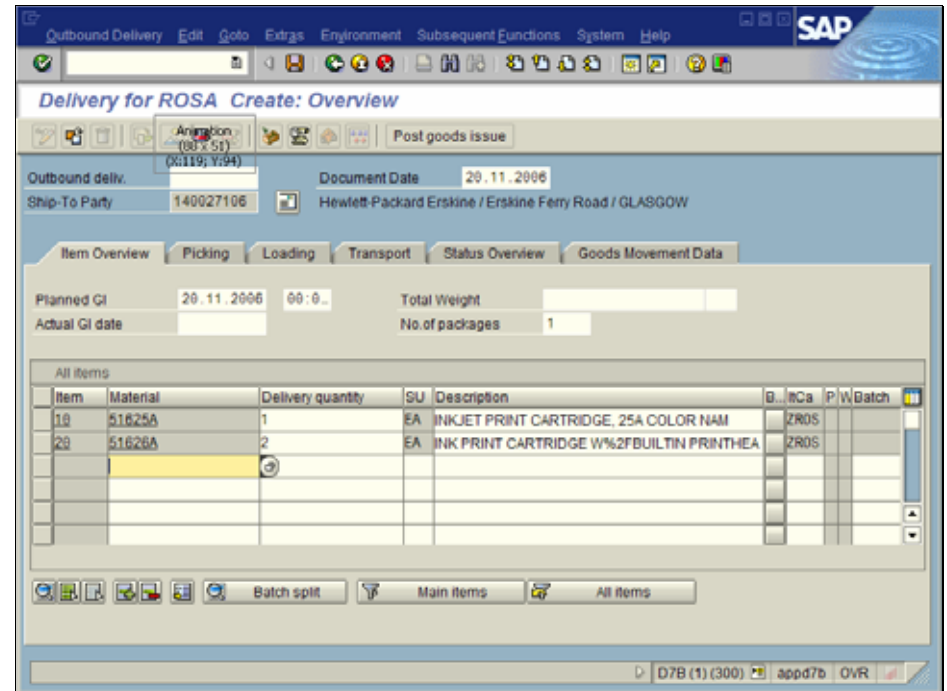
Slide 47 - Slide 47



Slide notes

where you would verify that the serial numbers listed by the user - match what you have packed. We will show examples of this later in this course. Let's continue with our non-serialized shipment by going back to our main screen.

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Slide notes

And click on the header icon which looks like a hat.

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Outbound Delivery Edit Goto Extras Environment Subsequent Functions System Help

Delivery for ROSA Create: Header Details

Post goods issue

Ship-To Party 140027106 Hewlett-Packard Erskine / Erskine Ferry Road / GLASGOW

Processing Picking Loading Shipment Foreign Trade/Customs Financial Processing Administration

Dates

Picking	20.11.2006	00:00	Billing date	20.11.2006
Trans. Planning	20.11.2006	00:00	Billing date	
Loading	20.11.2006	00:00		
Planned GI	20.11.2006	00:00		
Delivery Date	04.12.2006	12:00		

Scheduling

Overall Status

Document Status ☒ Checked

Picking ☐ Not relevant for pick TransPicking ☐ Not rel.transp plan.

WM Activities ☐ No WM transp ord reqd Dec. Whse ☐ Not Relevant

Confirmation ☐ Not sub. to confirm. ☐ Change Management

Pack ☒ Completely packed POD status ☐ Not Relevant

Goods Issue ☐ Not Relevant IntcoBill ☐ Not Relevant

Bill Docs. ☐ Not relev for bill Credit ☐ Not performed

D7B (1) (300) appd7b OvR

Slide notes

from here we want to scroll over to the partners tab

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Slide notes

Slide 51 - Slide 51

Outbound Delivery Edit Goto Extras Environment Subsequent Functions System Help

Delivery for ROSA Create: Header Details

Post goods issue

Ship-To Party 140027106 Hewlett-Packard Erskine / Erskine Ferry Road / GLASGOW

Loading Shipment Foreign Trade/Customs Financial Processing Administration

Dates

Picking	20.11.2006	00:00	Billing date	20.11.2006
Trans. Planning	20.11.2006	00:00	Billing date	
Loading	20.11.2006	00:00		
Planned GI	20.11.2006	00:00		
Delivery Date	04.12.2006	12:00		

Scheduling

Overall Status

Document Status ☒ Checked

Picking ☐ Not relevant for pick TransPicking ☐ Not rel.transp plan.

WM Activities ☐ No WM transp ord reqd Dec. Whse ☐ Not Relevant

Confirmation ☐ Not sub. to confirm. ☐ Change Management

Pack ☒ Completely packed POD status ☐ Not Relevant

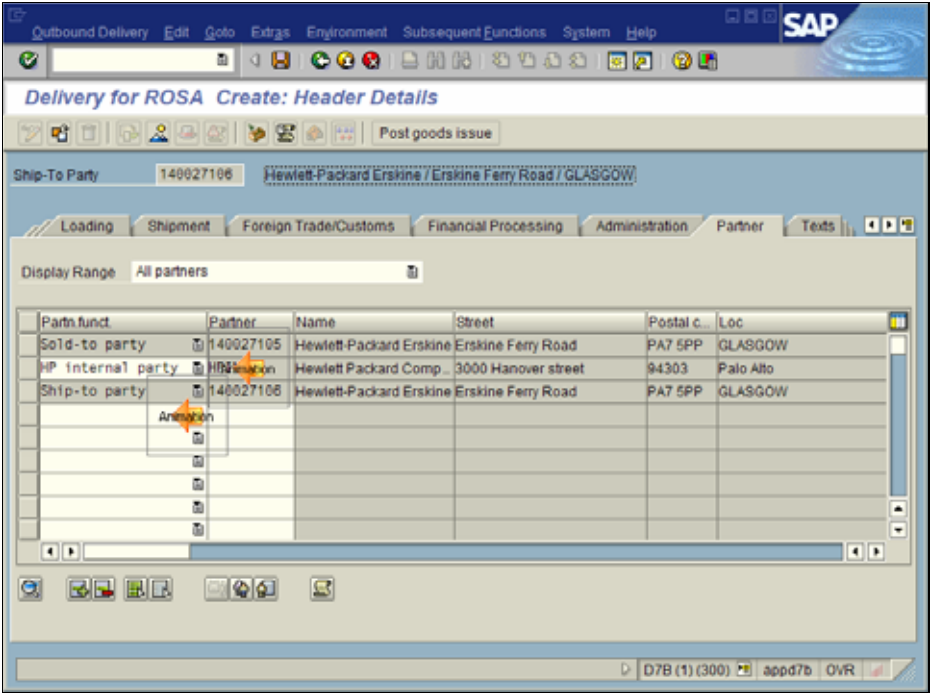
Goods Issue ☐ Not Relevant IntcoBill ☐ Not Relevant

Bill Docs. ☐ Not relev for bill Credit ☐ Not performed

D7B (1) (300) appd7b OvR

Slide notes

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Slide notes

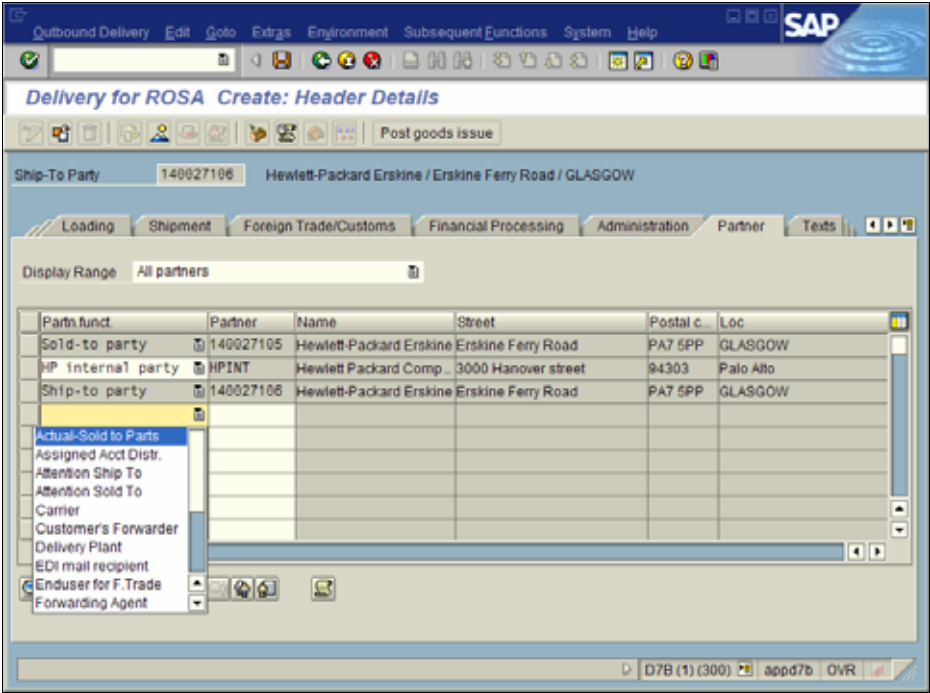
In the partners tab, we will assign a carrier to this shipment. Click on the first blank line. The Sold to, HP Internal and Ship to information was imported from the shipping request and should not be modified.

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Slide notes

Click on the drop down icon

Slide 54 - Slide 54



Slide notes

select Forwarding Agent which is the SAP terminology for Carrier.

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Slide notes

then click in the partner box

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Slide notes

You can type the SCAC code directly or use the drop down under partner and search for your carrier. We will demonstrate the search feature later in the course.

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Delivery for ROSA Create: Header Details

Ship-To Party: 140027106 Hewlett-Packard Erskine / Erskine Ferry Road / GLASGOW

Display Range: All partners

Partn.funct.	Partner	Name	Street	Postal c.	Loc
Sold-to party	140027106	Hewlett-Packard Erskine	Erskine Ferry Road	PA7 5PP	GLASGOW
HP Internal party	HPINT	Hewlett-Packard Comp.	3000 Hanover street	94303	Palo Alto
Forwarding Agent	700004150	DHL AIRWAYS (TRAX)	P.O. BOX 78016	85062-80	PHOENIX
Ship-to party	140027106	Hewlett-Packard Erskine	Erskine Ferry Road	PA7 5PP	GLASGOW

Slide notes

and the partner or carrier id will be populated . .now lets continue by going to the shipment tab.

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Slide notes

You now need to enter a route appropriate to this carrier

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Delivery for ROSA Create: Header Details

Ship-To Party: 140027106 Hewlett-Packard Erskine / Erskine Ferry Road / GLASGOW

Helpful Hint: You can use this document to make local list containing just the common carriers and routes used at your location.

SCAC Codes and Routes

Continue with the presentation

Dates	Transp.Planning	20.11.2006	00:00
Loading	20.11.2006	00:00	
Planned GI	20.11.2006	00:00	

Goods to be loaded

ContainsDG ☐

DGMgmPref ☐

Trans. grp 0001

Ship-to party

Delivery Date 04.12.2006 12:00

Monday 00:00 - 00:00 and 00:00 - 00:00

Unloading Point

Shipment

ShippingPt KSZ/

Route (233 x 52)

RouteSched (X:0; Y:158)

ROSA'S HOUSTON

TmsPlnSta ☐ Not rel.transp.plan.

ShpmBIRsn

Incoterms DDU Delivery Duty Unpaid

Slide notes

Each route or MODE as it was known in Flagship is associated with a specific carrier. The route tells the carrier what service we expect - but must be appropriate for the SCAC code. Unless you are sure of matching routes/mode - you must check the spreadsheet to ensure that this will be a match - the drop down provides all routes - NOT just those associated with the carrier or partner you entered. Take a minute to print out the routes/modes associated with carriers you frequently use and click continue when ready. It's recommended that you create a version of this list that just contains the carriers and routes commonly used at your location.

http://na2.know.hp.com/teams/office_services_team-Brigitte/WebFlagship/ROSA-routes.xls

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Outbound Delivery Edit Goto Extras Environment Subsequent Functions System Help SAP

Delivery for ROSA Create: Header Details

Post goods issue

Ship-To Party 140027106 Hewlett-Packard Erskine / Erskine Ferry Road / GLASGOW

Loading Shipment Foreign Trade/Customs Financial Processing Administration Partner Texts

Dates

TranspInPlaning	20.11.2006	00:00
Loading	20.11.2006	00:00
Planned GI	20.11.2006	00:00

Goods to be loaded

☐ Contains DG

DGMgmtProf

Trans. grp 0001 Menlo Transportation

Ship-to party

Delivery Date 04.12.2006 12:00

Monday 00:00 - 00:00 and 00:00 - 00:00

Unloading Point

Shipment

ShippingPt RS27 ROSA's HOUSTON

Route ROS_TX

RouteSched

Incoterms DDU Delivery Duty Unpaid

Animation

Incoterms

Continue with the presentation

Slide notes

Note that Incoterms defaults to DDU or Delivery Duty Unpaid and is required for international shipments. You should enter the shipment destination in the field where Delivery Duty Unpaid is currently. You can click on the link provided for additional INCOTERMS depending upon your ship to and ship from location. When ready continue with the presentation. http://na2.know.hp.com/teams/office_services_team-Briqitte/WebFlanSHIP/ROSA-Incoterms.xls

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Outbound Delivery Edit Goto Extras Environment Subsequent Functions System Help SAP

Delivery for ROSA Create: Header Details

Post goods issue

Ship-To Party 140027106 Hewlett-Packard Erskine / Erskine Ferry Road / GLASGOW

Loading Shipment Foreign Trade/Customs Financial Processing Administration Partner Texts

Unloading Point

Shipment

ShippingPt RS27 ROSA's HOUSTON

Route ROS_TX

RouteSched

Incoterms DDU Delivery Duty Unpaid

Animation

Incoterms

Continue with the presentation

Slide notes

Now enter your Bill of Lading. Note that if this was a FedEx shipment in the US, population of the Bill of Lading is done during the sub process which we will cover later.

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Slide notes

You can now check to make sure you have completed all the processing steps.

Slide 63 - Slide 63

The screenshot shows the SAP 'Delivery for ROSA 6901864541 Create: Incompletion' screen. The title bar includes 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the title bar is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The main area displays a table with columns: Item, Short Description, Gener, Deliv, B1111, Goods, Pck/p, and Pack. The table is empty, and a message at the bottom states 'List contains no data'. The status bar at the bottom shows 'D7B (1) (300)' and 'appd7b OvR'.

Slide notes

Congratulations you are good to go. If there were any problems, they would be listed by item and area.

Slide 64 - Slide 64

The screenshot shows the SAP 'Delivery for ROSA 6901864541 Create: Header Details' screen. The title bar includes 'Outbound Delivery', 'Edit', 'Goto', 'Extras', 'Environment', 'Subsequent Functions', 'System', and 'Help'. Below the title bar is a menu bar with 'Outbound Delivery', 'Edit', 'Goto', 'Extras', 'Environment', 'Subsequent Functions', 'System', and 'Help'. The main area displays a form with fields for 'Ship-To Party' (140027106), 'Hewlett-Packard Erskine / Erskine Ferry Road / GLASGOW', 'Route' (10 DAY), '10 work days', 'ShpmBIRsn', 'RouteSched', 'Incoterms' (DDU), 'Delivery Duty Unpaid', 'BillOfLad' (12345), 'GR/IR Slip', 'MnsTransTy', 'TrnsIDCode', 'Mns of tr', 'Shp Cond.', 'Ship type', and 'SpecProcd'. A yellow callout box with the text 'Once you have "PGI'd" your shipment - Do not attempt to edit it.' is overlaid on the form. The status bar at the bottom shows 'Post goods issue (Shift+F8)' and 'D7B (1) (300)'.

Slide notes

You can now click on Post Goods Issue to complete the process. Note that once you have PGI'd your shipment, you should not attempt to edit the shipment. We will cover this in more detail after we process another shipment.

Slide 65 - Slide 65

SAP Easy Access - User menu for gwen GORETSAS

SHIPMENT REQUEST FOR ORDER 0090010492

Please print this form using the button above and bring it with the materials to be shipped to your local shipping area.

SHIPPER COMMENTS
Please use Federal Express Overnight

User information

Name	Goretsas, Gwen D	Email Address	gwen.goretsas@nps.com	Postal code	55069
Location Code	0000121000000000	Phone Number	1 320 358 3009		
Ship Point	19502	Description	ROSA'S CUPERTINO	Street Address	19420 HOMESTEAD RD. BLDG 44L
City	CUPERTINO	State/Province	CA	Country	US
Postal Code	95014				
Fed Ex Account Number					
Requester Info					

Slide notes

So let's do that now. Note that there is a request that we send this package by FedEx overnight.

Slide 66 - Slide 66

Create Outbound Delivery with Order Reference

☐ With Order Reference ☐ W/o Order Reference

Shipping point ☐

Sales order data

Selection date: 10.01.2007

Order:

From item:

To item:

Predefine delivery type

Delivery Type:

Slide notes

We'll enter our shipping point

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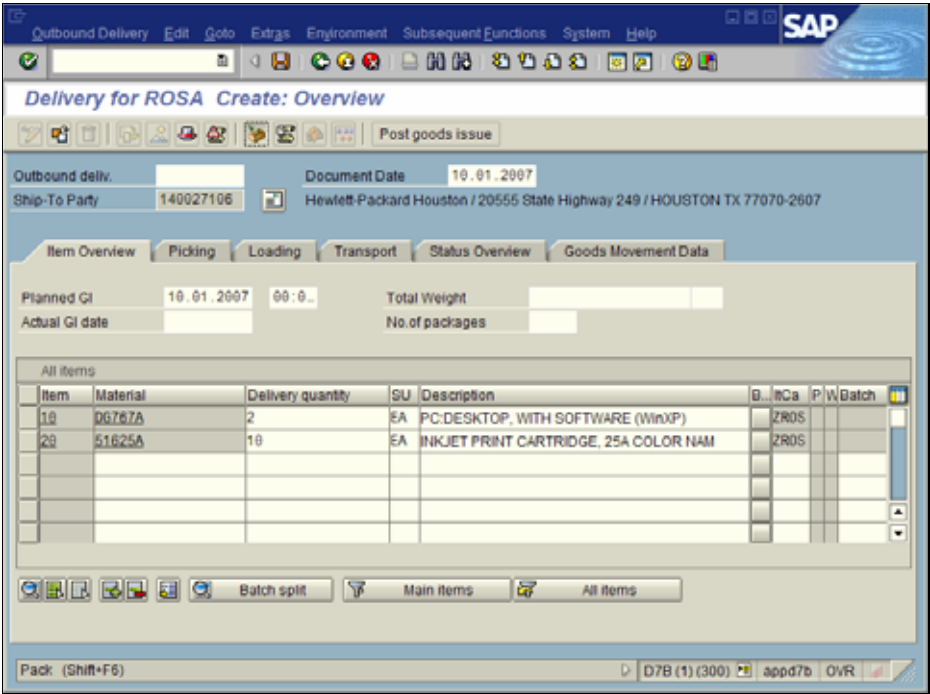
Slide notes

and order number

Slide 68 - Slide 68

Slide notes

Slide 69 - Slide 69



Slide notes

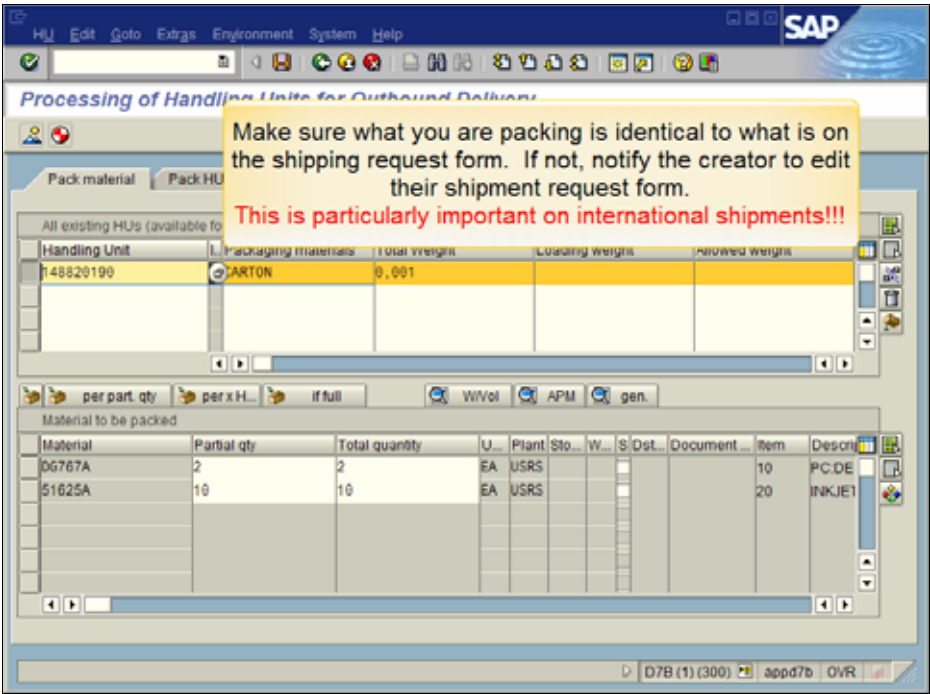
Now let's pack our shipment by clicking on the pack icon.

Slide 70 - Slide 70

Slide notes

Our packaging material will be a carton, so we'll enter that

Slide 71 - Slide 71



Slide notes

Our packaging material will be a carton, so we'll enter that

Slide 72 - Slide 72

Slide notes

and change the partial quantity to 1 and enter

Slide 73 - Slide 73

Slide notes

Slide 74 - Slide 74

Handling Unit	L. Packaging materials	Total Weight	Loading weight	Allowed weight
148820190	A CARTON	0,001		

Material	Partial qty	Total quantity	U...	Plant	Sto...	W...	S	Dst...	Document...	Item	Descri...
06767A	1	2	EA	USRS						10	PC-DE
51625A	10	10	EA	USRS						20	INKJE1

Slide notes

then pack our box

Slide 75 - Slide 75

Slide notes

let's add another carton

Slide 76 - Slide 76

Slide notes

Slide 77 - Slide 77

Slide notes

Slide 78 - Slide 78

Slide notes

and select the material for that carton

Slide 79 - Slide 79

Slide notes

Slide 80 - Slide 80

Slide notes

Don't forget - your handling unit must be selected before you can click on the pack icon

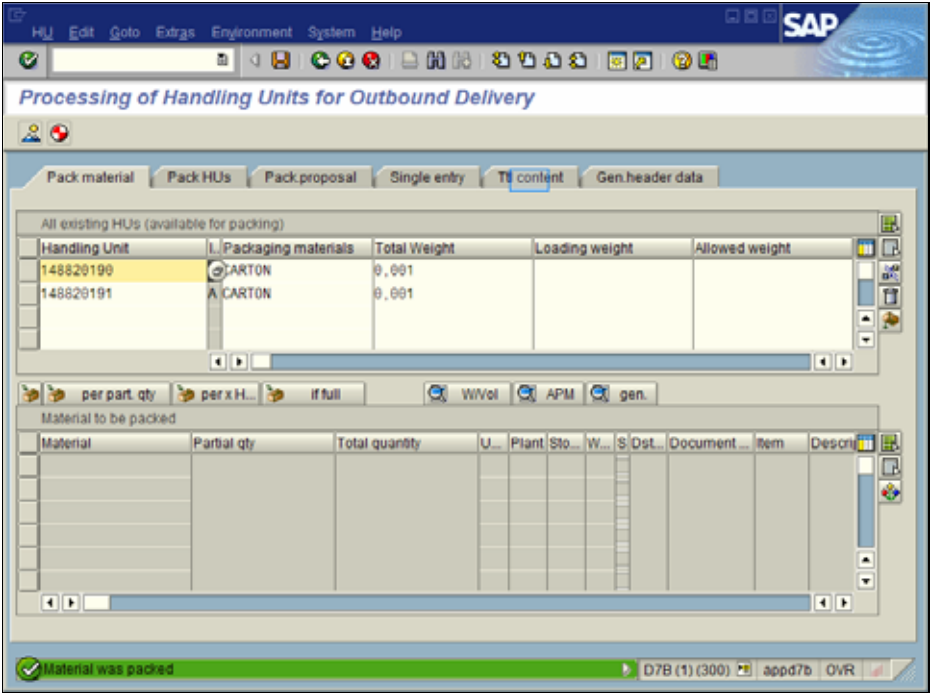
Slide 81 - Slide 81

Handling Unit	L. Packaging materials	Total Weight	Loading weight	Allowed weight
148820190	A CARTON	0,001		
148820191	A CARTON	0,001		

Material	Partial qty	Total quantity	U...	Plant	Sto...	W...	S	Dst...	Document...	Item	Descri...
06767A	1	2	EA	USRS						10	PC-DE
51625A	10	10	EA	USRS						20	INKJE1

Slide notes

Slide 82 - Slide 82



Slide notes

Now both boxes are packed and we can add their weight

Slide 83 - Slide 83

Slide notes

Slide 84 - Slide 84

Slide notes

Slide 85 - Slide 85

Slide notes

Slide 86 - Slide 86

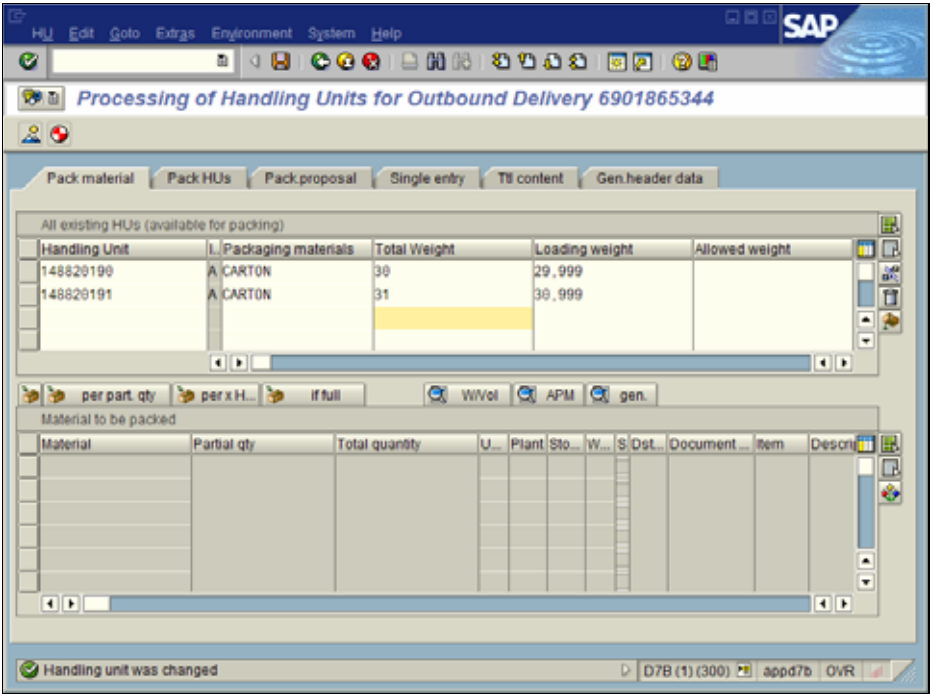
Slide notes

Slide 87 - Slide 87

Slide notes

and enter

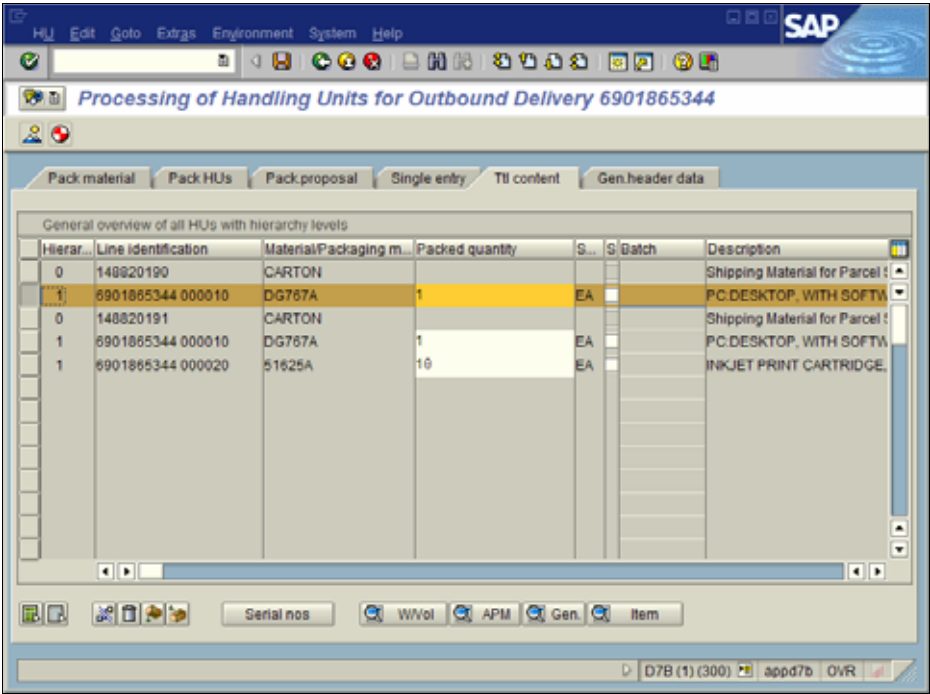
Slide 88 - Slide 88



Slide notes
this shipment contains serialized parts, so we'll enter those on the total content tab
Slide 89 - Slide 89

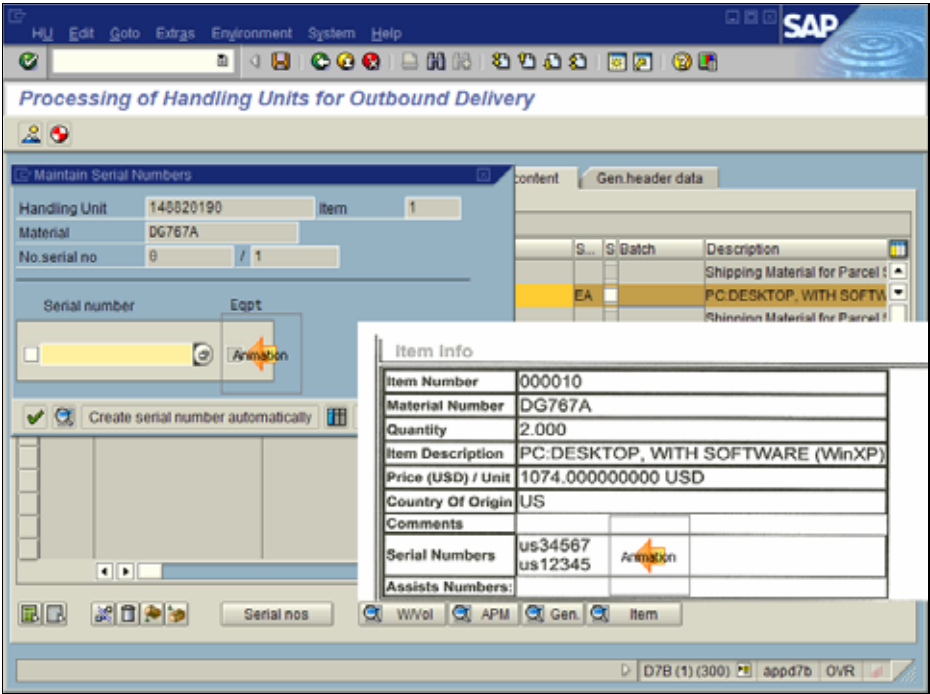
Slide notes
by selecting the serialized part

Slide 90 - Slide 90



Slide notes
and clicking on the serial number button

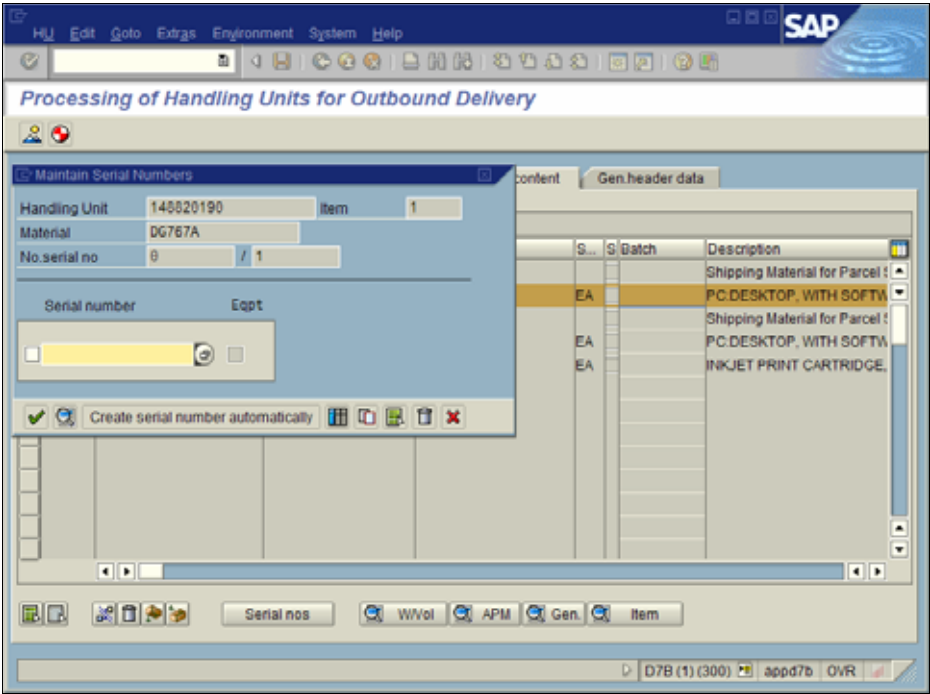
Slide 91 - Slide 91



Slide notes

Verify that the serial numbers of the items you pack, match what was on the shipping request form and enter it here. If there is any discrepancy, you will have to go back to the creator and have them edit their request and resubmit.

Slide 92 - Slide 92



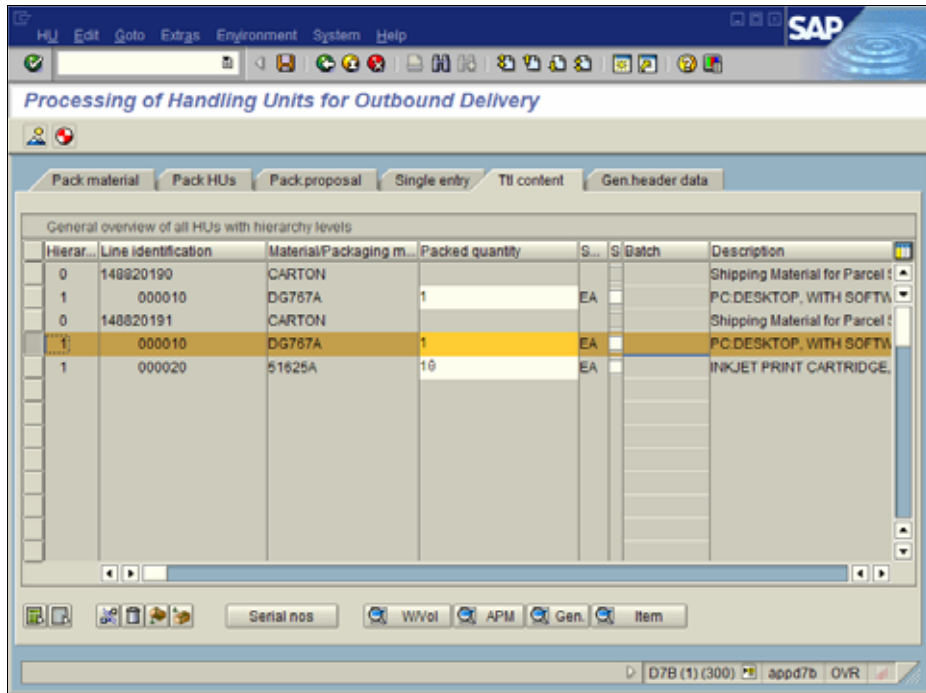
Slide notes

You can type in the serial number and enter

Slide 93 - Slide 93

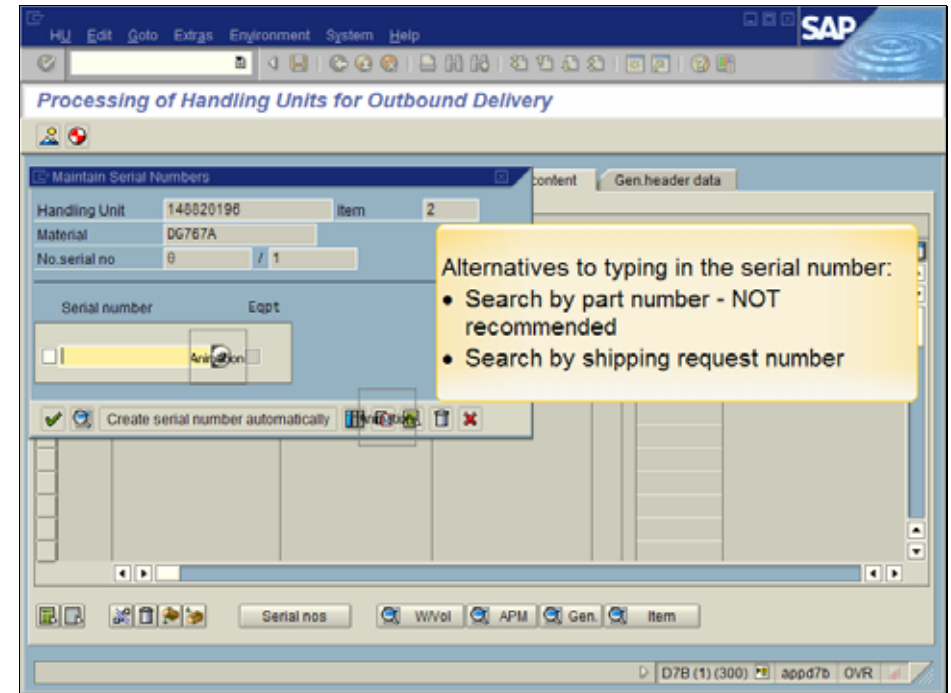
Slide notes

Slide 94 - Slide 94



Slide notes

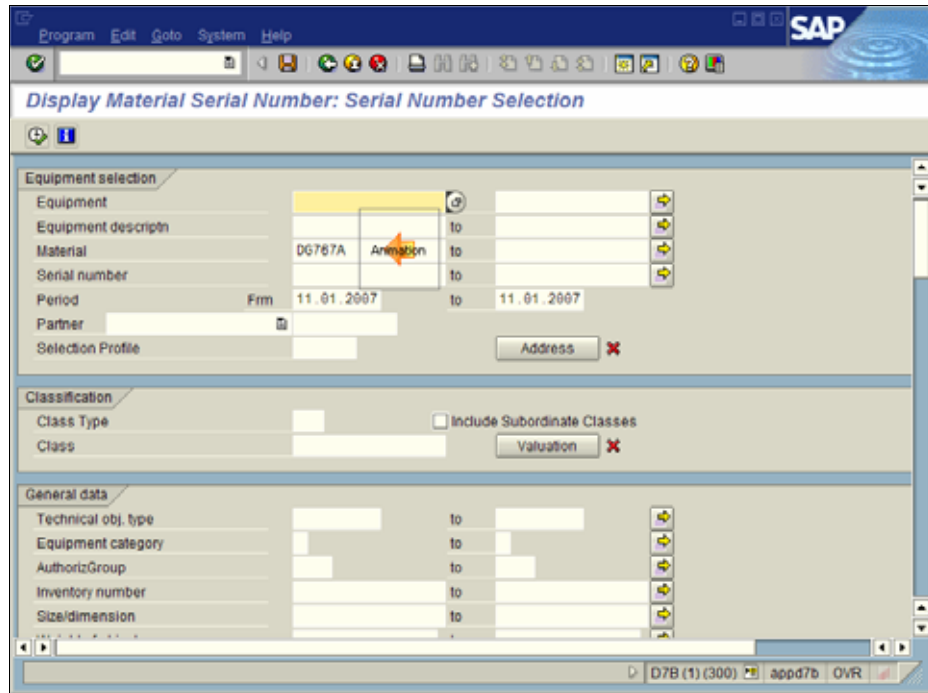
Slide 95 - Slide 95



Slide notes

Or if you have a lot of serialized parts in a carton, you may find it more convenient to list all available serial numbers by part number or by shipping request. Even though it is not a recommended option, Let's look at the search by part number first.

Slide 96 - Slide 96

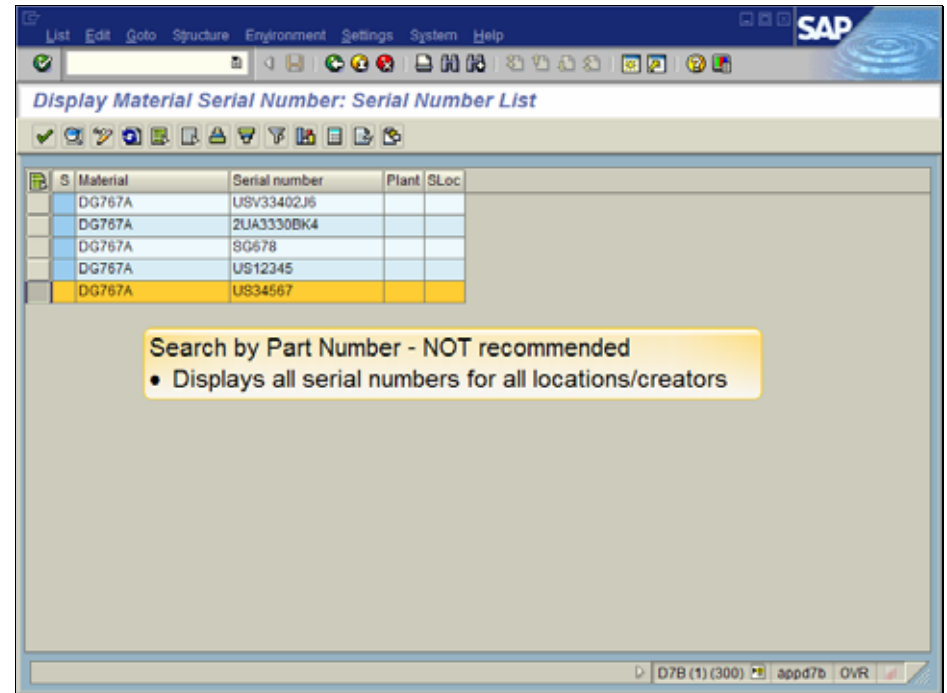


The screenshot shows the SAP 'Display Material Serial Number: Serial Number Selection' screen. It features a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into three sections: 'Equipment selection', 'Classification', and 'General data'. The 'Equipment selection' section includes fields for Equipment, Equipment description, Material (DG767A), Serial number, Period (From 11.01.2007 to 11.01.2007), Partner, and Selection Profile. The 'Classification' section includes Class Type, Class, and a checkbox for 'Include Subordinate Classes'. The 'General data' section includes fields for Technical obj. type, Equipment category, AuthorizGroup, Inventory number, and Size/dimension. A status bar at the bottom shows 'D7B (1) (300)' and 'appd7b OvR'.

Slide notes

You can search for all containers that have the same part number or by a variety of other options

Slide 97 - Slide 97



The screenshot shows the SAP 'Display Material Serial Number: Serial Number List' screen. It features a menu bar (List, Edit, Goto, Structure, Environment, Settings, System, Help) and a toolbar. The main area displays a table of serial numbers for material DG767A. A yellow callout box with the text 'Search by Part Number - NOT recommended' and a bullet point 'Displays all serial numbers for all locations/creators' is overlaid on the table.

S	Material	Serial number	Plant	SLoc
	DG767A	USV33402J6		
	DG767A	2UA3330BK4		
	DG767A	SG678		
	DG767A	US12345		
	DG767A	US34567		

Search by Part Number - NOT recommended

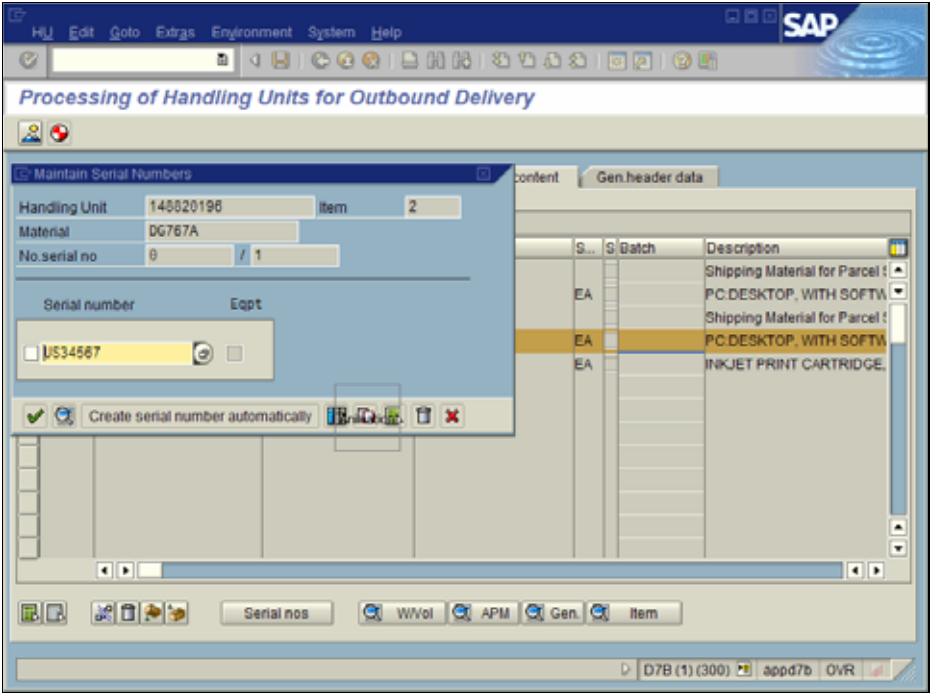
- Displays all serial numbers for all locations/creators

The status bar at the bottom shows 'D7B (1) (300)' and 'appd7b OvR'.

Slide notes

and then select the correct serial numbers - but note that this list contains all the serial numbers input by the all creators at all location for this part number - it would be very easy to make a mistake and select the incorrect serial number since the order number is not displayed

Slide 98 - Slide 98

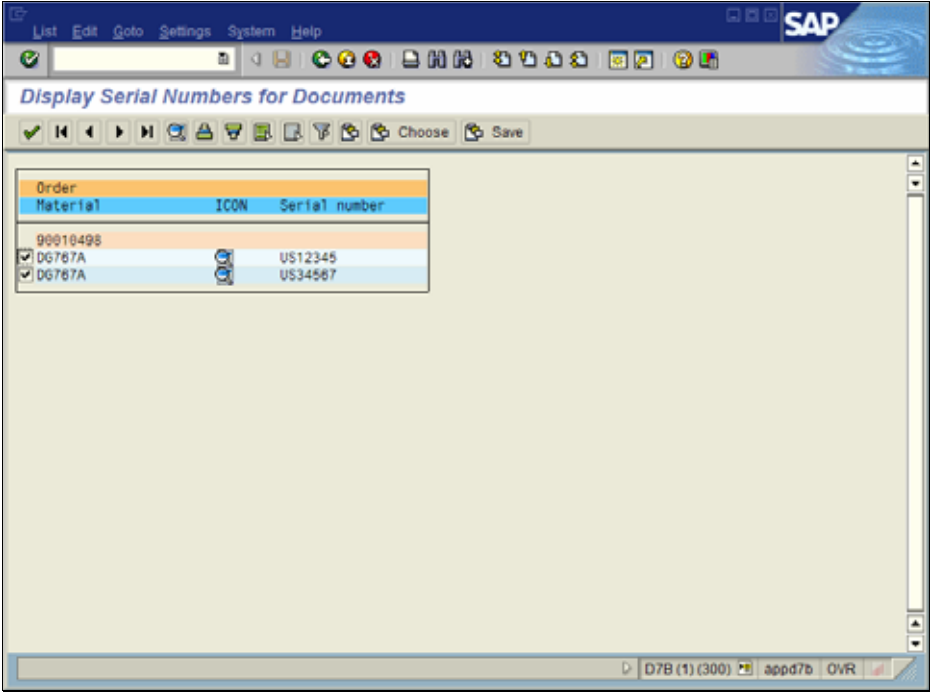


Slide notes
It is recommended that you use this icon and search by order number

Slide 99 - Slide 99

Slide notes
You can enter the order number or a range of order numbers, then search

Slide 100 - Slide 100



Slide notes
which will show all the serial numbers the user input for this order. You can then select or deselect the serial numbers in this specific carton without having to type them in

Slide 101 - Slide 101
Slide notes

Slide 102 - Slide 102

Slide notes

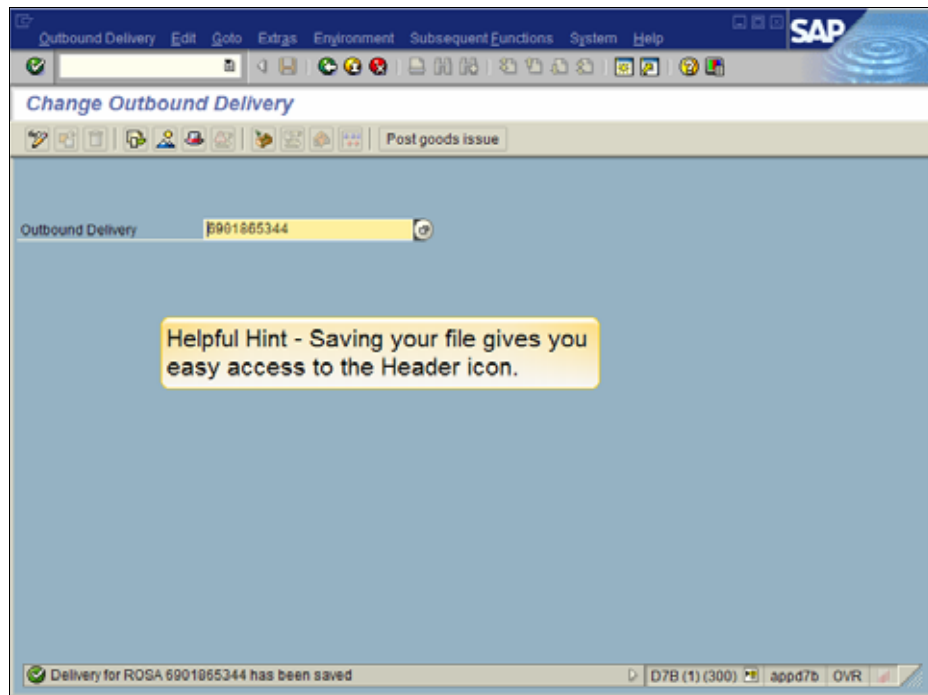
and click ok

Slide 103 - Slide 103

Slide notes

It is a good habit to periodically save your work.

Slide 104 - Slide 104



Slide notes

now let's go into our header details by clicking on the hat icon

Slide 105 - Slide 105

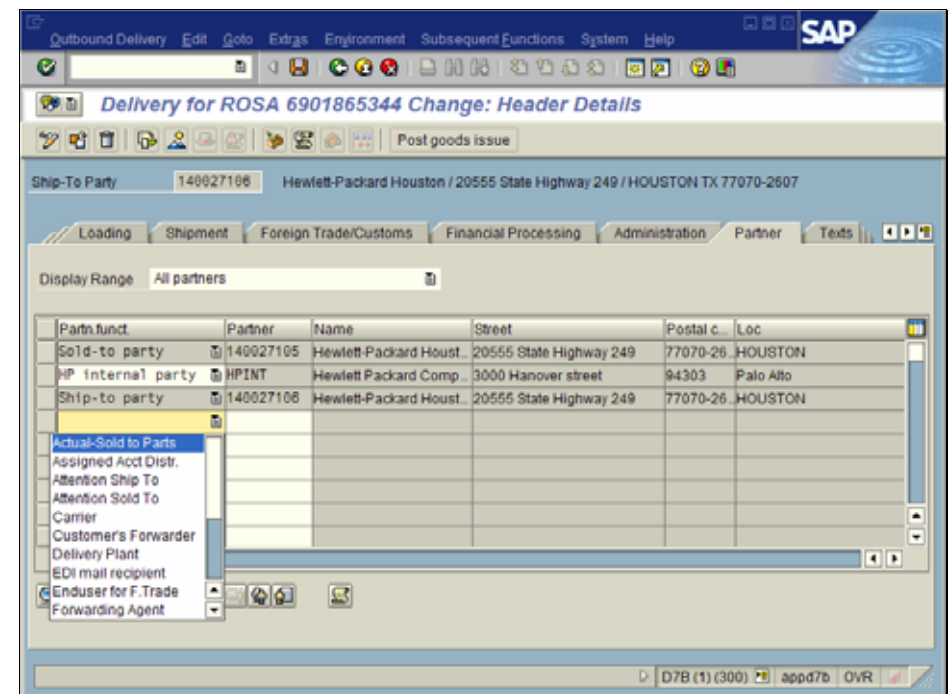
Slide notes

Scroll to the partners tab

Slide 106 - Slide 106

Slide notes

Slide 107 - Slide 107



Slide notes

and add forwarding agent to our first blank line under partner function.

Slide 108 - Slide 108

Slide notes

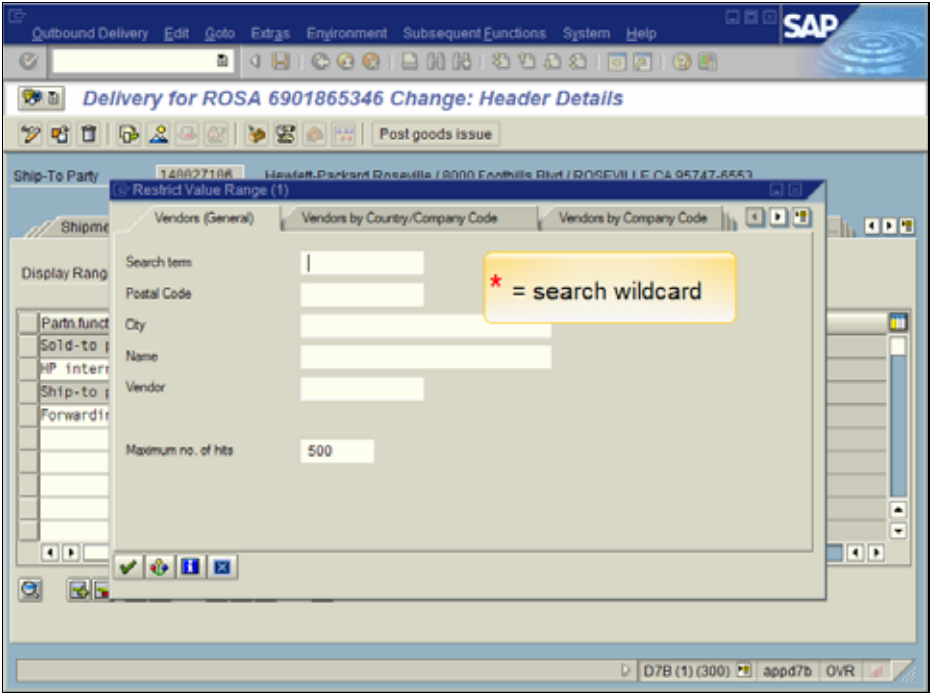
click in the partner box

Slide 109 - Slide 109

Slide notes

Let's use the drop down box to search for a carrier, if you know their id number you can directly type it in.

Slide 110 - Slide 110



Slide notes

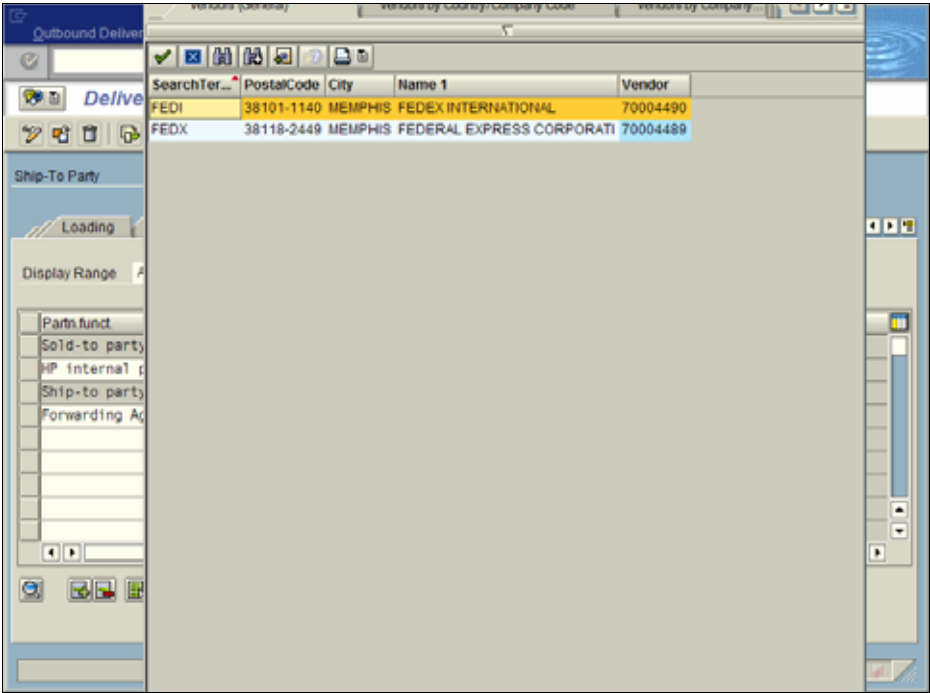
Our creator requested Federal Express, so we'll use FED asterisk which acts as a search wild card.

Slide 111 - Slide 111

Slide notes

We'll narrow our partner search to only carriers by typing in 700asterisk in the vendor area and initiate the search.

Slide 112 - Slide 112



Slide notes

We can now double click on the appropriate carrier or highlight it and hit enter

Slide 113 - Slide 113

Slide notes

Once the partner id populates, hit return

Slide 114 - Slide 114

Partn.funct.	Partner	Name	Street	Postal c.	Loc
Sold-to party	140027105	Hewlett-Packard Rosevi	8000 Foothills Blvd	95747-65	ROSEVILLE
HP internal party	HPINT	Hewlett-Packard Comp...	3000 Hanover street	94303	Palo Alto
Forwarding Agent	70004409	FEDERAL EXPRESS C...	2650 THOUSAND OAKS BLV	38118-24	MEMPHIS
Ship-to party	140027106	Hewlett-Packard Rosevi	8000 Foothills Blvd	95747-65	ROSEVILLE

Slide notes

which completes the forwarding agent information. Since we are using Federal Express, we need to go into that sub-process. Note the sub process for FedEx is only used in the US. If you are not in the US and want to skip this portion of the training, do so at the link provided, Before we go into the FedEx subprocess we must save our work. Please click on the Continue button to review the training for the FedEx subprocess.

Slide 115 - Slide 115

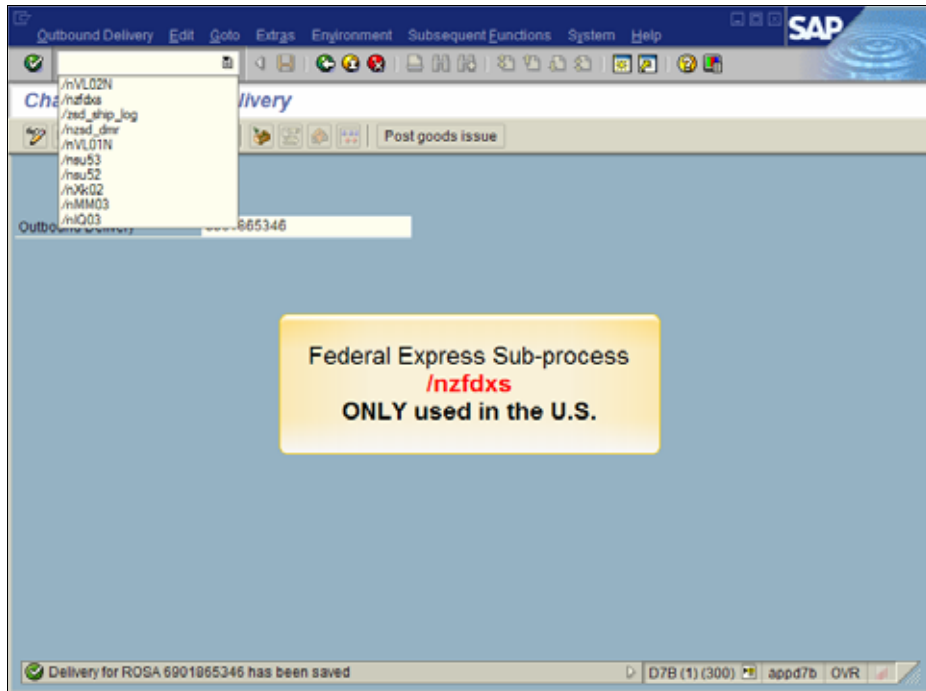
Outbound Delivery: 6901865346

Delivery for ROSA 6901865346 has been saved

Slide notes

we'll use a transaction code to enter the sub-process

Slide 116 - Slide 116



Slide notes

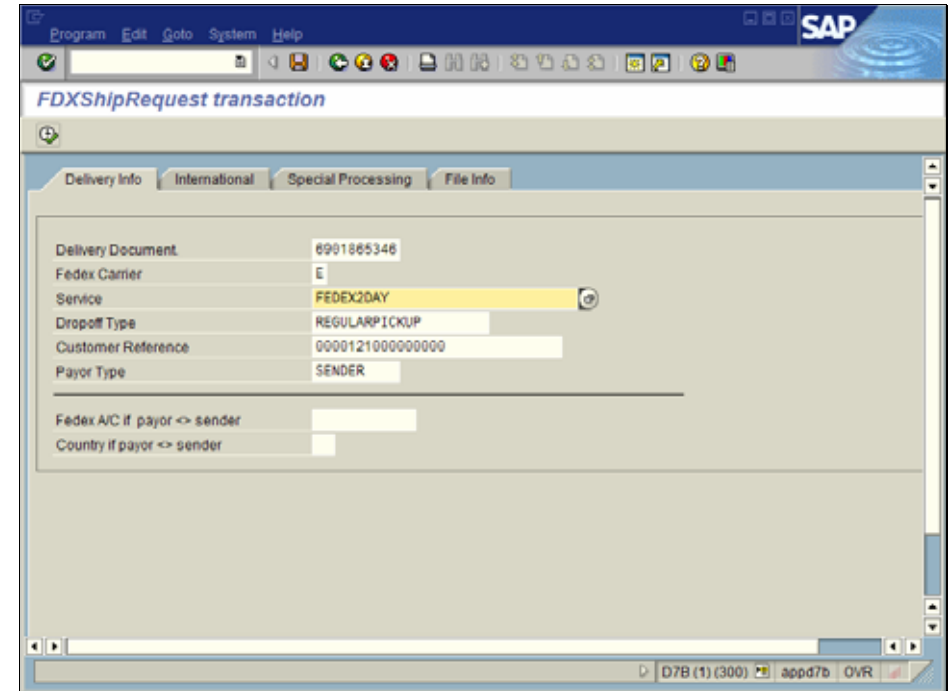
which is nzfdxs - remember this sub-process is only used in the US

Slide 117 - Slide 117

Slide notes

enter the transaction code

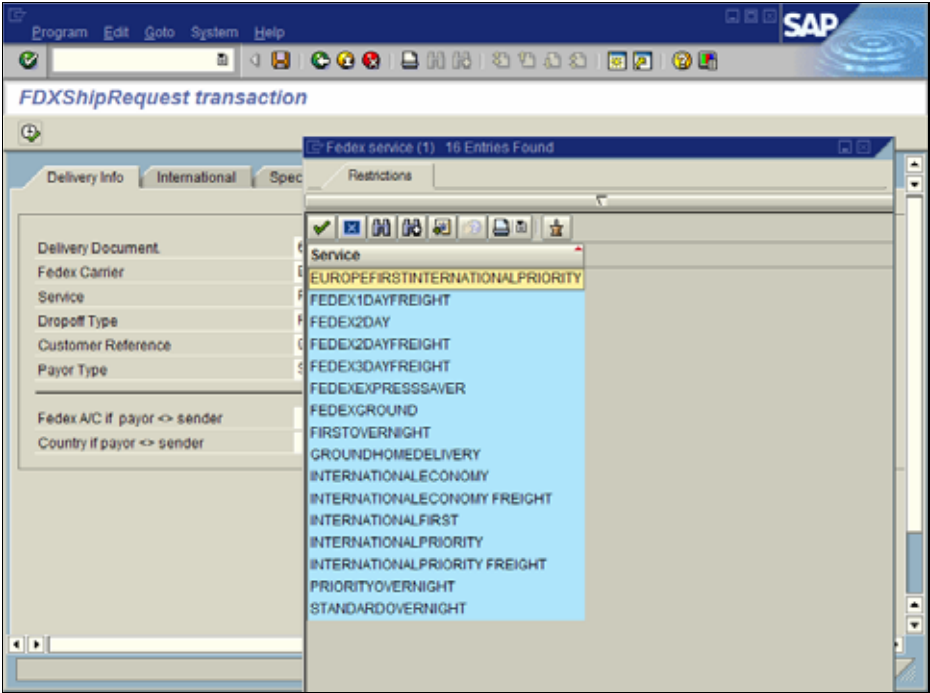
Slide 118 - Slide 118



Slide notes

Select the service using the drop down options

Slide 119 - Slide 119

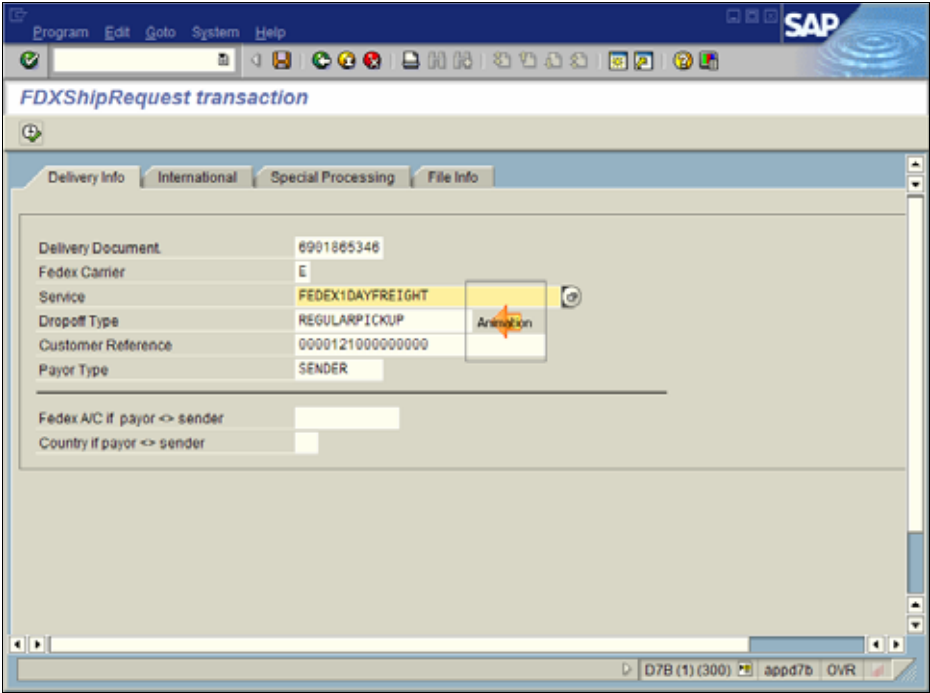


Slide notes

Slide 120 - Slide 120

Slide notes

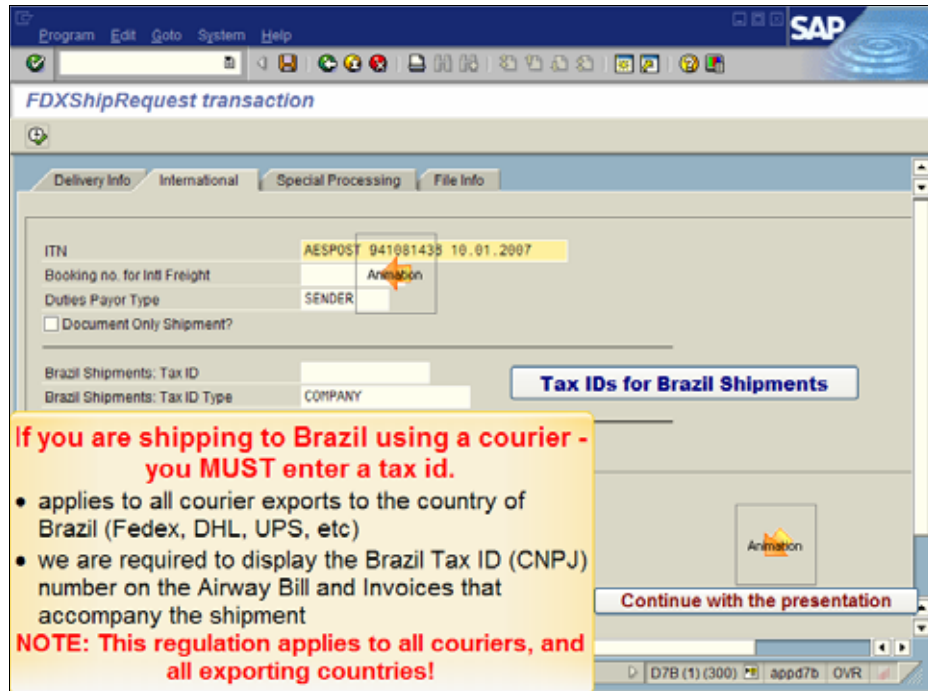
Slide 121 - Slide 121



Slide notes

If you aren't going to use a regular pickup, you can change that here

Slide 122 - Slide 122



The screenshot shows the SAP FDXShipRequest transaction interface. The 'Delivery Info' tab is active. Fields include ITN (AESPOST 941981438 10.01.2007), Booking no. for Intl Freight (Animation), Duties Payor Type (SENDER), and a checkbox for 'Document Only Shipment?'. Below, there are fields for 'Brazil Shipments: Tax ID' and 'Brazil Shipments: Tax ID Type' (COMPANY). A blue button labeled 'Tax IDs for Brazil Shipments' is present. A yellow callout box with red text is overlaid on the bottom left, containing instructions about entering a tax ID for shipments to Brazil. At the bottom right, there is a button labeled 'Continue with the presentation' and a status bar showing 'D7B (1) (300) appd7b OvR'.

If you are shipping to Brazil using a courier - you MUST enter a tax id.

- applies to all courier exports to the country of Brazil (Fedex, DHL, UPS, etc)
- we are required to display the Brazil Tax ID (CNPJ) number on the Airway Bill and Invoices that accompany the shipment

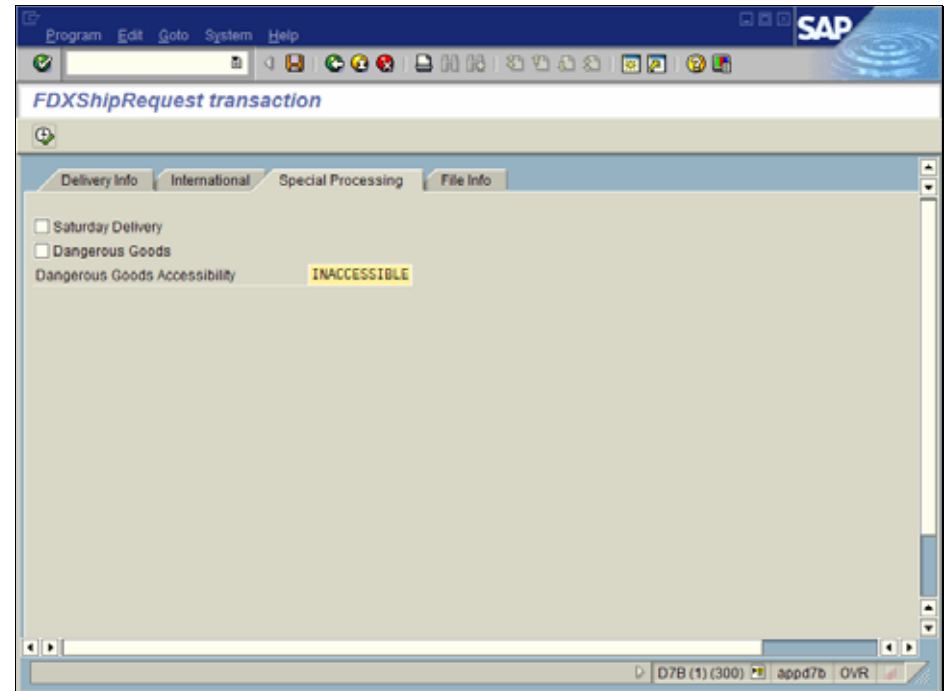
NOTE: This regulation applies to all couriers, and all exporting countries!

Slide notes

For international shipments, you will have to call FedEx to obtain a Booking no to enter here. the international fedX subprocess will not work without a booking number. For international shipments, you may find it more convenient to use another carrier. Note - for shipments to brazil, you MUST add the Tax id . these are listed at the link provided. When ready, continue the presentation in the bottom right hand corner.

http://na2.know.hp.com/teams/office_services_team-Britte/WebFlagship/ROSA_BraziltaxID.xls

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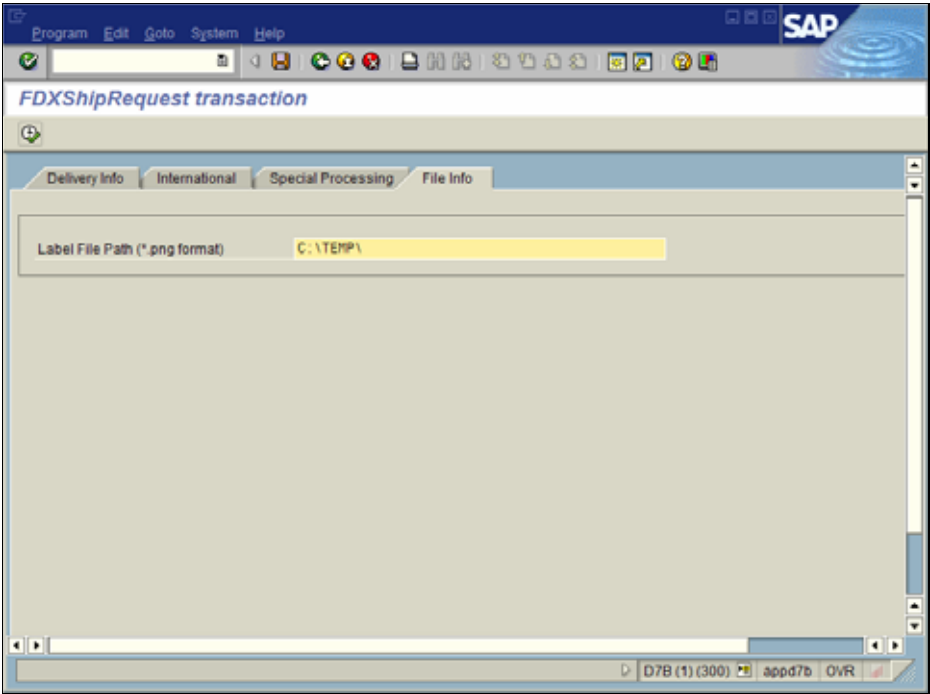


The screenshot shows the SAP FDXShipRequest transaction interface, specifically the 'Special Processing' tab. It features checkboxes for 'Saturday Delivery' and 'Dangerous Goods'. Below these, the text 'Dangerous Goods Accessibility' is followed by the word 'INACCESSIBLE' in a yellow box. The status bar at the bottom shows 'D7B (1) (300) appd7b OvR'.

Slide notes

You would the special processing tab for Saturday deliveries . . be sure the delivery date actually falls on a Saturday. A validation will be done to compare dates.

Slide 124 - Slide 124



Slide notes

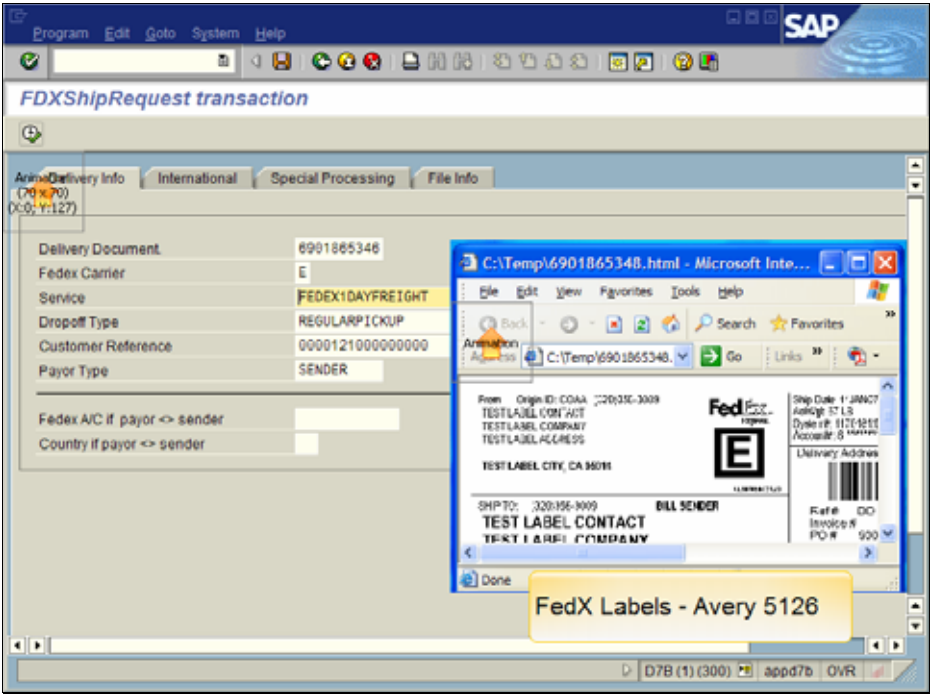
the file info tab is a temporary storage area used to print labels . you can go back to this area to reprint labels if need be. Be sure to check this at least quarterly and delete old temp files that are no longer needed.

Slide 125 - Slide 125

Slide notes

So let's review our delivery information tab

Slide 126 - Slide 126



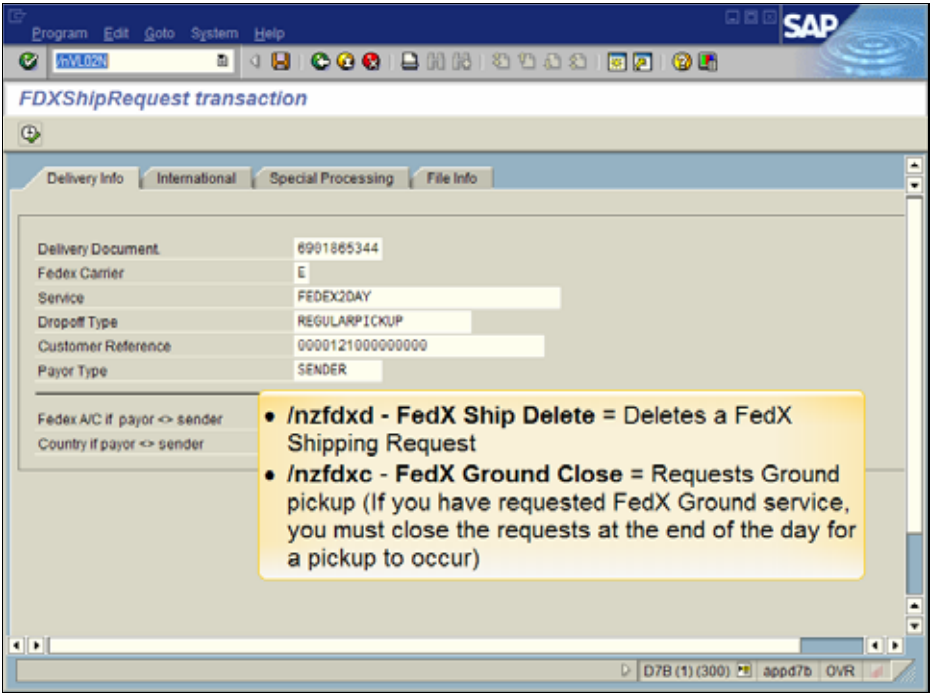
Slide notes

Everything looks good so we are ready to Click on the execute button - this will make a connection to the FedEx server. Box numbers will be generated and label information which will pop up in a separate screen. When the popup window appears, hit File Print to print your labels. . . so once your labels are printed, you have completed our FedEx subprocess and you now need to return to your original order.

Slide 127 - Slide 127

Slide notes
by entering the transaction code for editing a shipment which is VL02N

Slide 128 - Slide 128

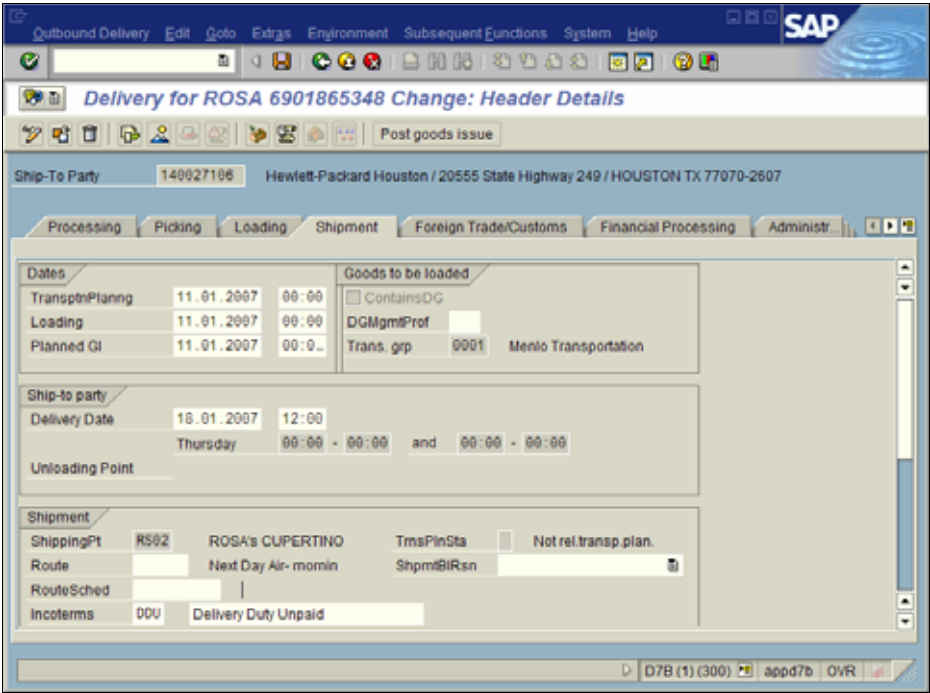


Slide notes
and hitting enter or the check mark. Note 2 other transaction codes associated with the fedX subprocess are shown here. nzfdxd will allow you to delete a fedX shipping request and if you have requested fedX ground service, you must close the requests using nzfdxc at the end of the day for a pickup to occur.

Slide 129 - Slide 129

Slide notes
we can now return to our header details. By saving our shipment it is easy to return to this screen.

Slide 130 - Slide 130

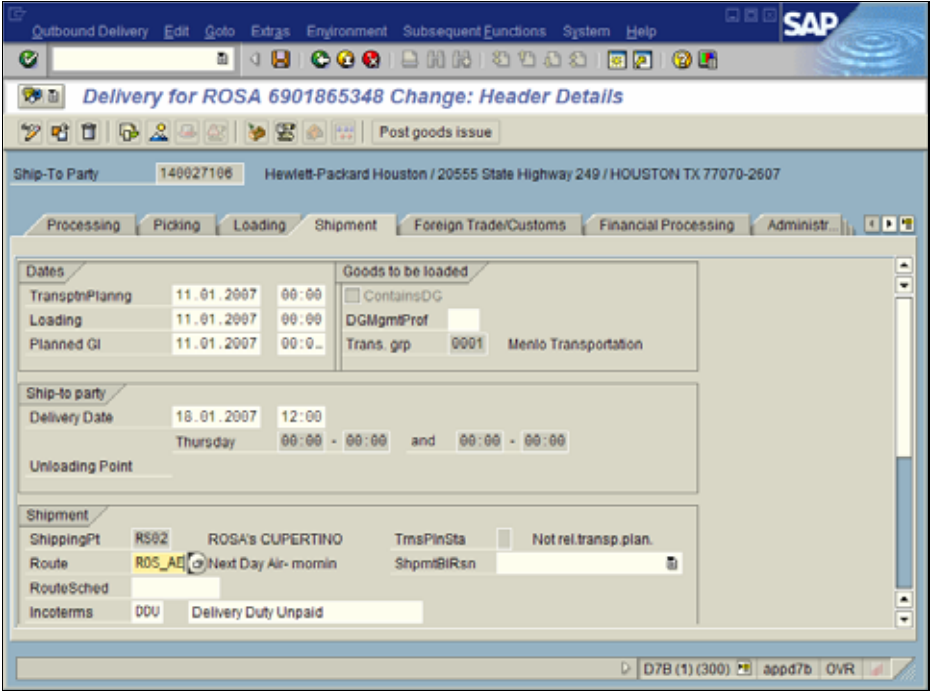


Slide notes
where we need to enter our route on the shipment tab

Slide 131 - Slide 131

Slide notes

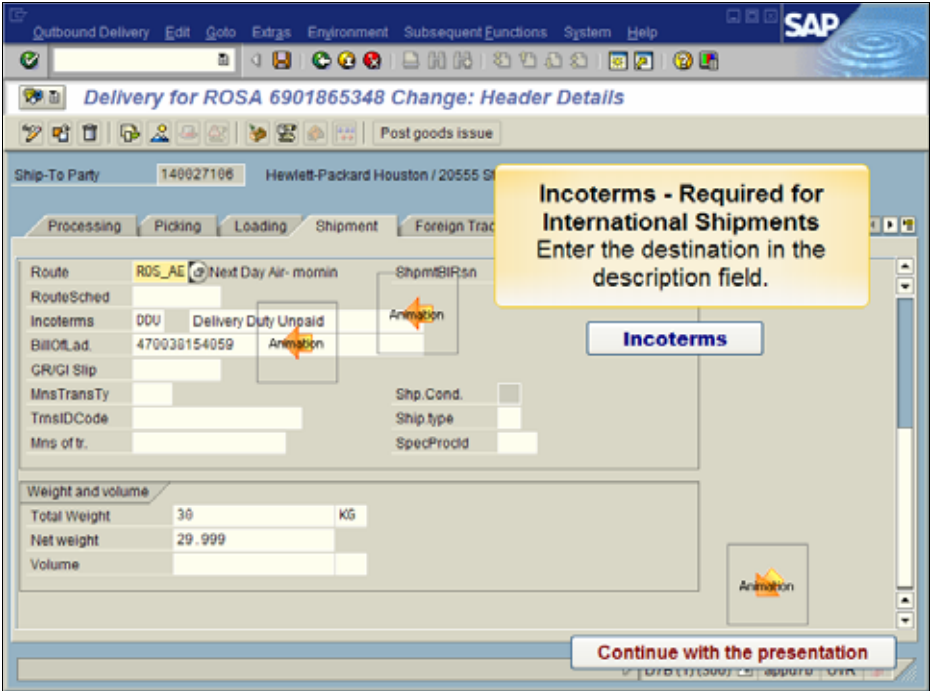
Slide 132 - Slide 132



Slide notes

Now scroll down to see the Bill of Lading

Slide 133 - Slide 133



Slide notes

If you used the FedEx sub-process... the bill of lading is automatically populated. A carrier master screen is being developed. When that is completed the Bill of Lading for other carriers will be automatically populated. You will be notified when this becomes active. Until then, you must manually enter the Bill of Lading for all other carriers. Remember to check the Incoterms spreadsheet for international shipments to be sure you are using the correct code and enter the destination description. When ready continue with the presentation.

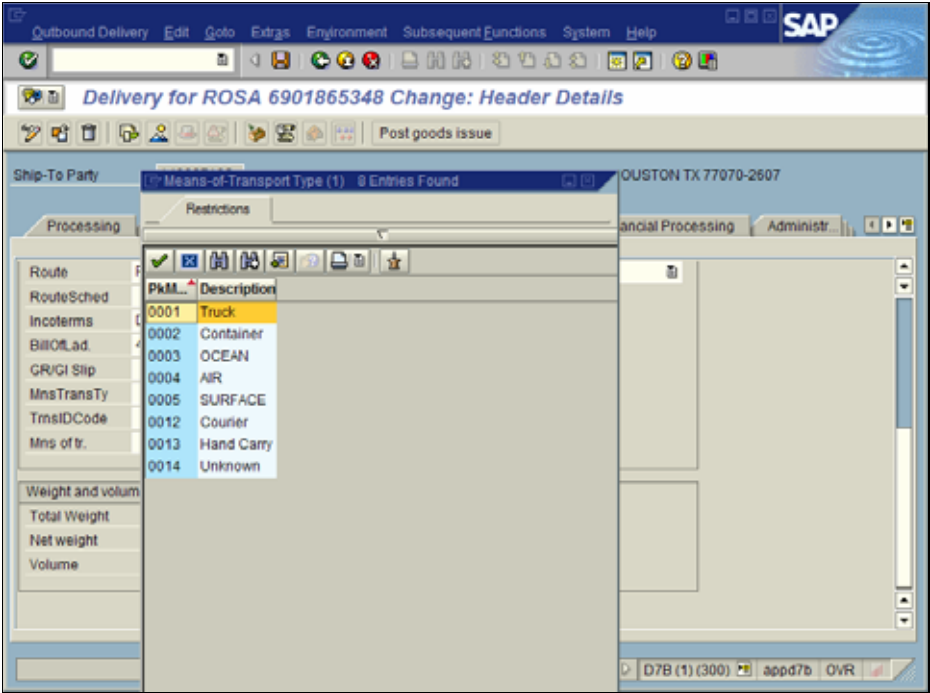
http://na2.know.hp.com/teams/office_services_team-Brigitte/WebFlagship/ROSA-Incoterms.xls

Slide 134 - Slide 134

Slide notes

Means of Transportation must be populated for International shipments, but is a good habit to enter for all shipments.

Slide 135 - Slide 135



Slide notes

Slide 136 - Slide 136

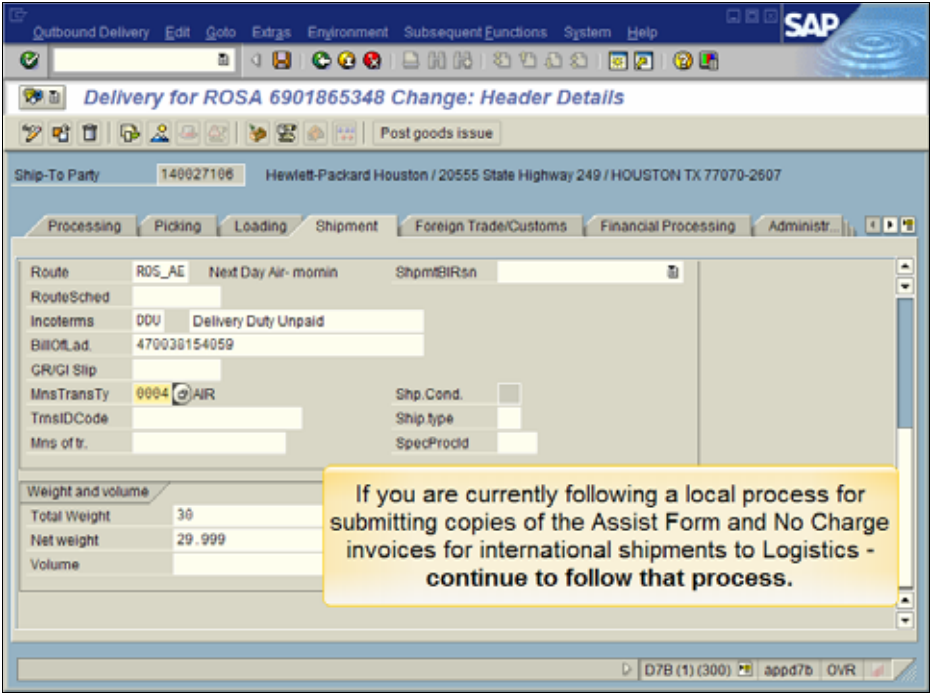
Slide notes

Slide 137 - Slide 137

Slide notes

Make sure that your weight has populated then check your order for completeness.

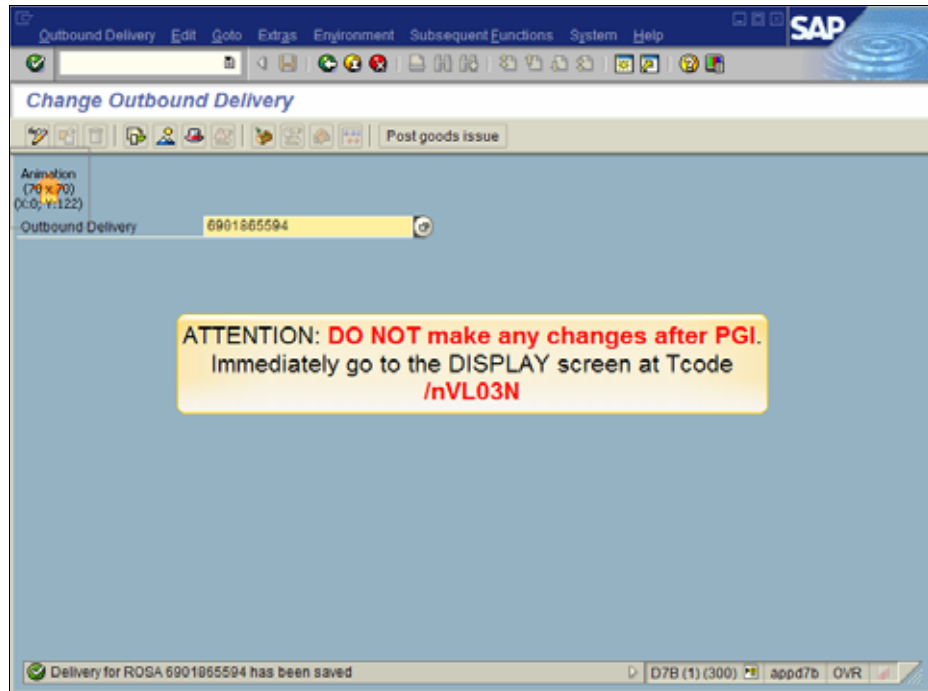
Slide 138 - Slide 138



Slide notes

And now you are ready to Post. Note, If your site has an already established process where the shipping department forwards the Assist form and No Charge invoice to a contact in the Logistics Operations organization, you will need to reprint or copy the no charge invoice and Assist form in order to complete that activity. Or you might need to reprint a document for another reason - let's cover how you would do that.

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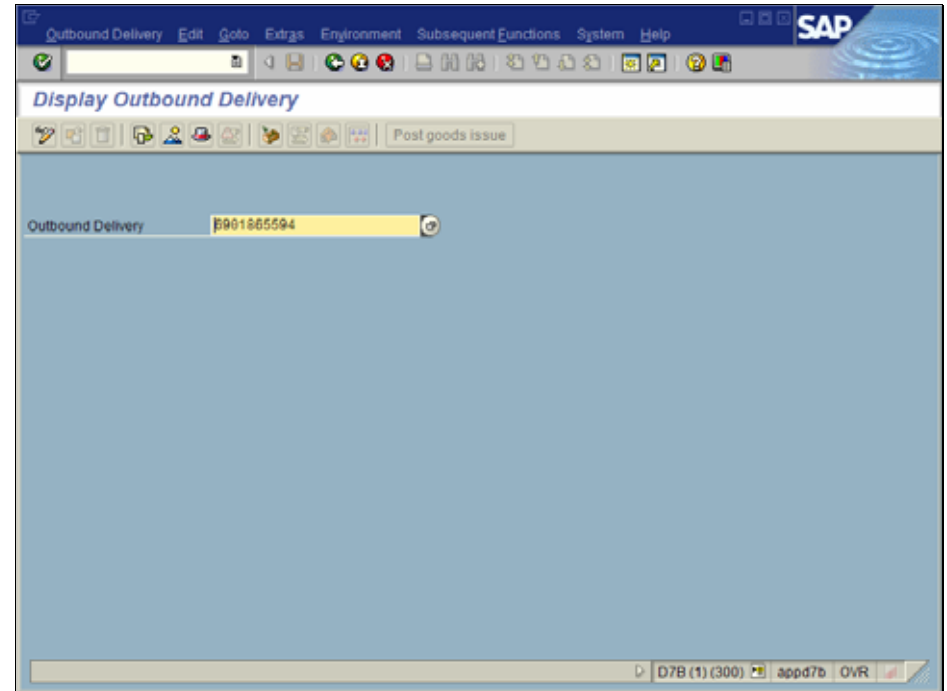
Slide notes

Once you PGI you are taken to the Change Outbound delivery screen. You should never make any changes to a shipment after a PGI as it will lock the shipment and prevent the printing of invoice. You can click on the pencil to view the delivery, just be sure the screen header says Display, not Change. You can use the icon to toggle between display and change, but let's use our transaction code nVL03n to continue with our print exercise.

Slide 140 - Slide 140

Slide notes

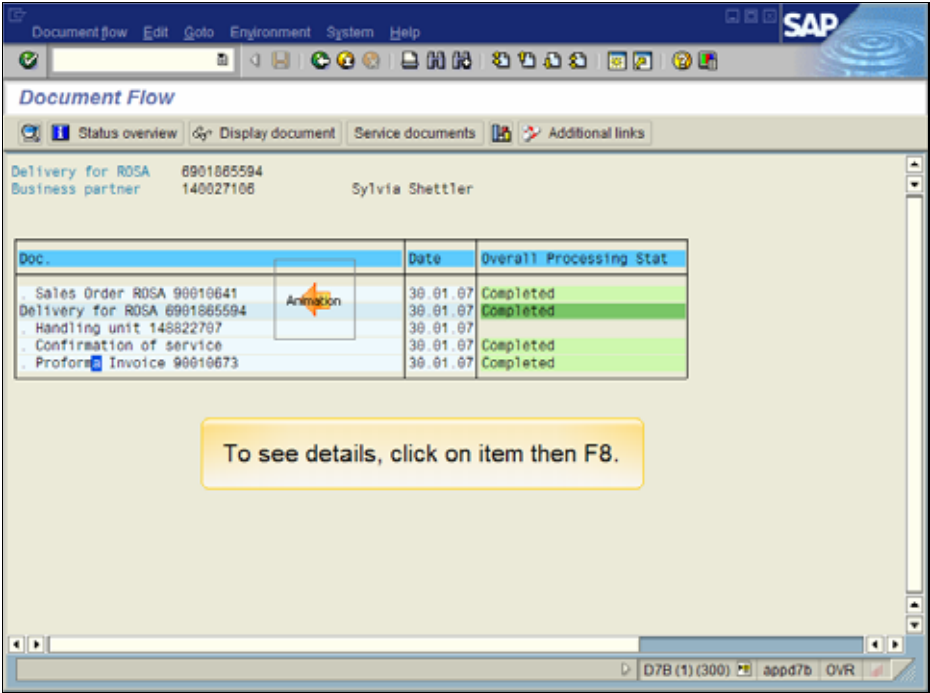
Slide 141 - Slide 141



Slide notes

Now click on the document flow icon

Slide 142 - Slide 142



Slide notes

This screen will show you your status. Your order number is also available here as well as your delivery number. Note, it takes at least 15 minutes for the proforma invoice to show completed status. Let's go back to our Display outbound delivery screen

Slide 143 - Slide 143

Slide notes

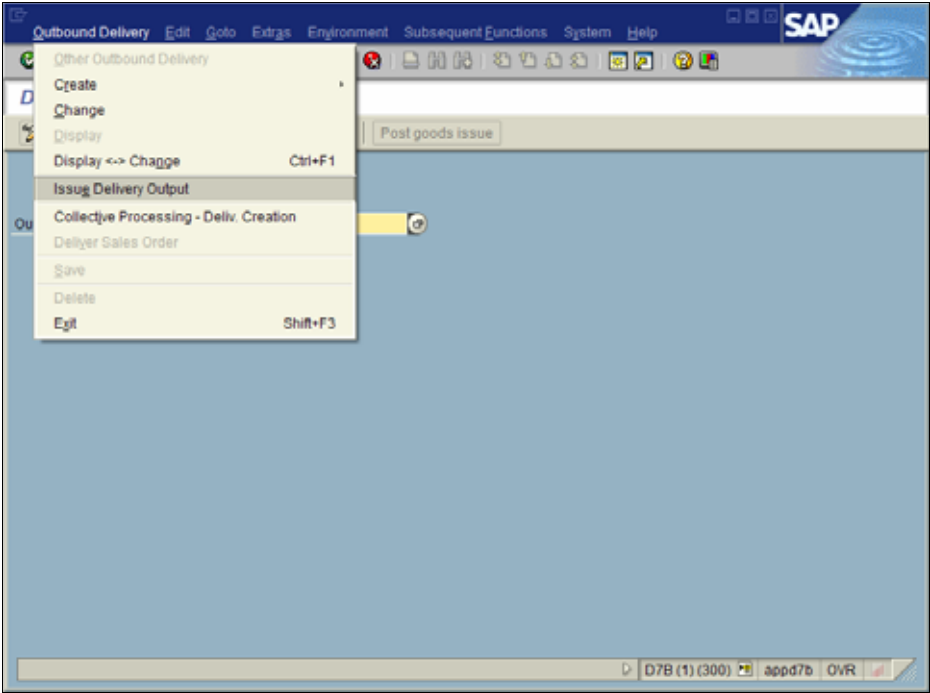
And we'll go to Outbound delivery

Slide 144 - Slide 144

Slide notes

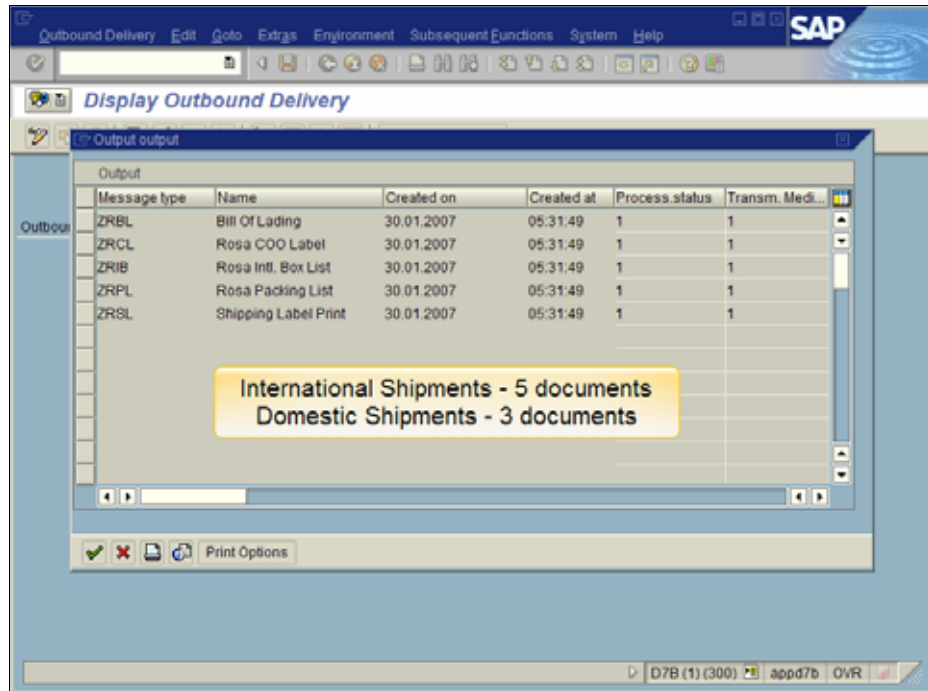
and issue Delivery Output

Slide 145 - Slide 145



Slide notes

Slide 146 - Slide 146



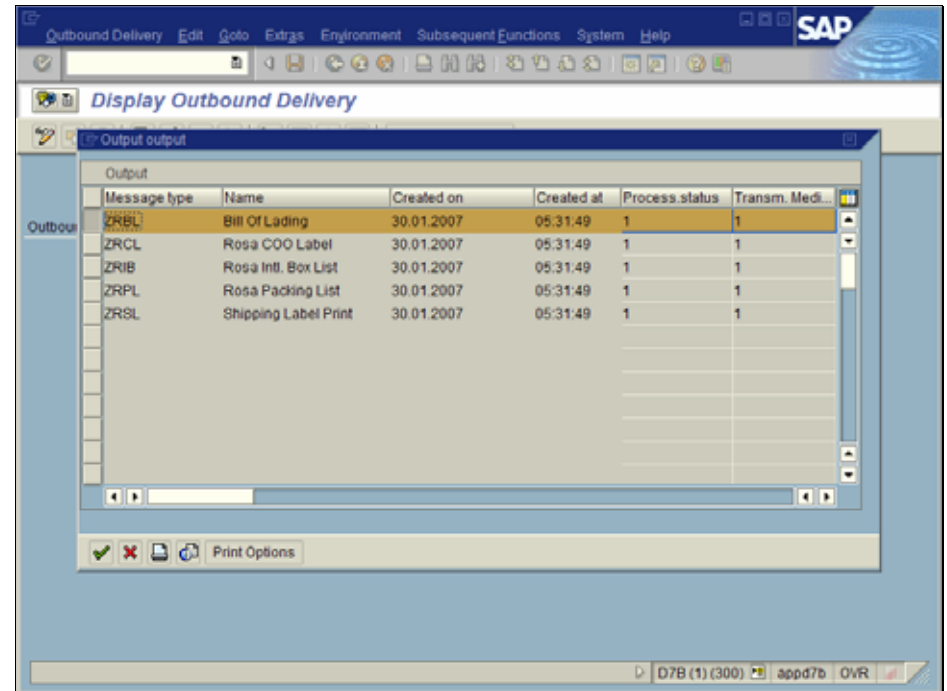
The screenshot shows the SAP 'Display Outbound Delivery' window. The 'Output' table lists five documents: ZRBL (Bill Of Lading), ZRCL (Rosa COO Label), ZRIB (Rosa Intl. Box List), ZRPL (Rosa Packing List), and ZRSL (Shipping Label Print). All documents are created on 30.01.2007 at 05:31:49 with a process status of 1. A yellow callout box states: 'International Shipments - 5 documents' and 'Domestic Shipments - 3 documents'. The status bar at the bottom shows 'D7B (1) (300)' and 'appd7b OvR'.

Message type	Name	Created on	Created at	Process status	Transm. Medi...
ZRBL	Bill Of Lading	30.01.2007	05:31:49	1	1
ZRCL	Rosa COO Label	30.01.2007	05:31:49	1	1
ZRIB	Rosa Intl. Box List	30.01.2007	05:31:49	1	1
ZRPL	Rosa Packing List	30.01.2007	05:31:49	1	1
ZRSL	Shipping Label Print	30.01.2007	05:31:49	1	1

Slide notes

this displays the documents that are available for printing. International shipments will have 5 documents, domestic will have 3.

Slide 147 - Slide 147



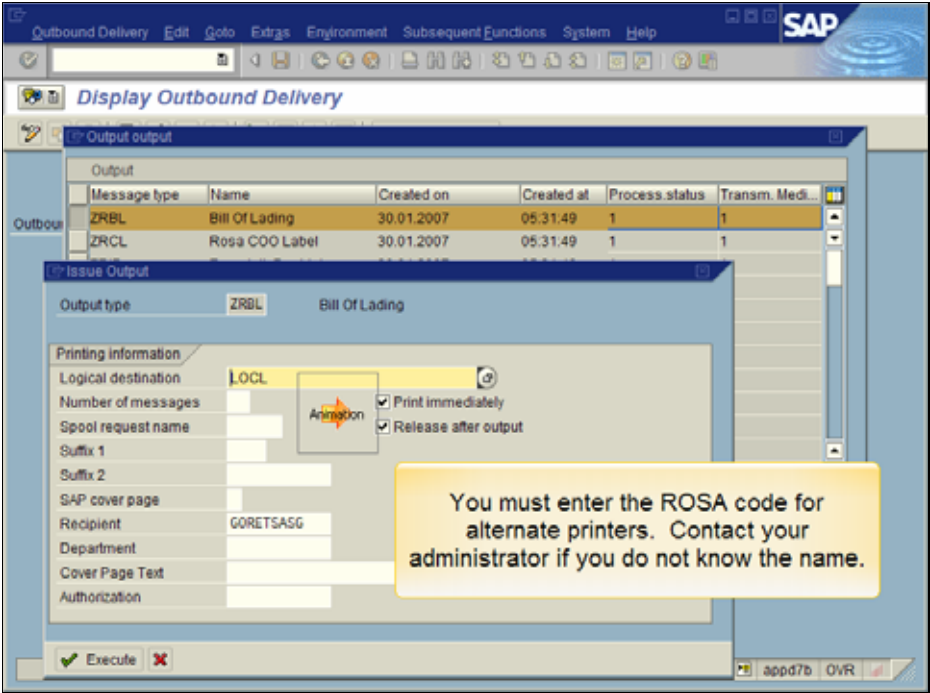
The screenshot is identical to the previous one, but the first row (ZRBL - Bill Of Lading) is highlighted in yellow. The status bar at the bottom shows 'D7B (1) (300)' and 'appd7b OvR'.

Message type	Name	Created on	Created at	Process status	Transm. Medi...
ZRBL	Bill Of Lading	30.01.2007	05:31:49	1	1
ZRCL	Rosa COO Label	30.01.2007	05:31:49	1	1
ZRIB	Rosa Intl. Box List	30.01.2007	05:31:49	1	1
ZRPL	Rosa Packing List	30.01.2007	05:31:49	1	1
ZRSL	Shipping Label Print	30.01.2007	05:31:49	1	1

Slide notes

Select the document you wish to print. NOte that you can only print one document at a time. If you want the document to go to your default printer, just click on the print icon. If you want to change your printer or need to verify print option, click on that button.

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Slide notes

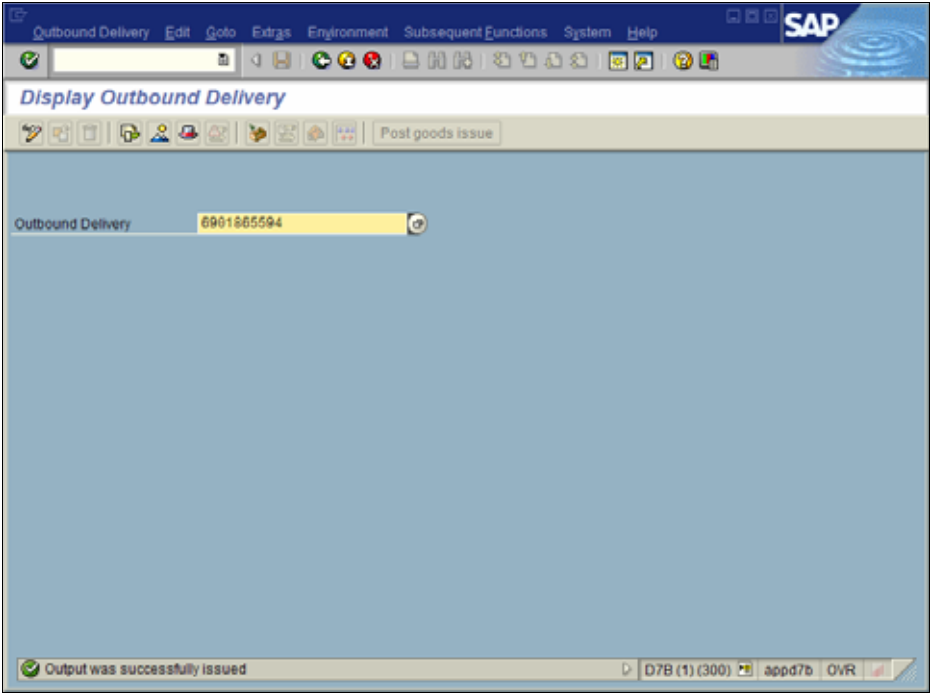
Your local printer is default. If you want to change this - you must know the short ROSA name for the printer. Contact your administrator if you do not know the SAP short name. Be sure the Print immediately and Release after output boxes are checked. When ready, hit execute.

Slide 149 - Slide 149

Slide notes

Then your printer icon. You will see a confirmation message that the print request has been sent.

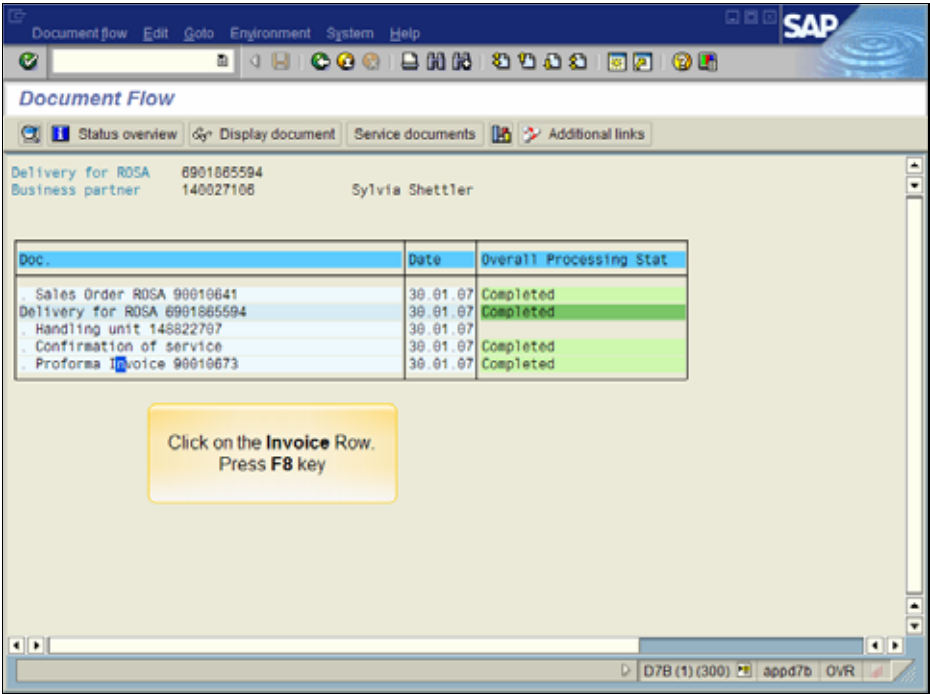
Slide 150 - Slide 150



Slide notes

Now let's look at how to print an invoice. Go to your document flow button.

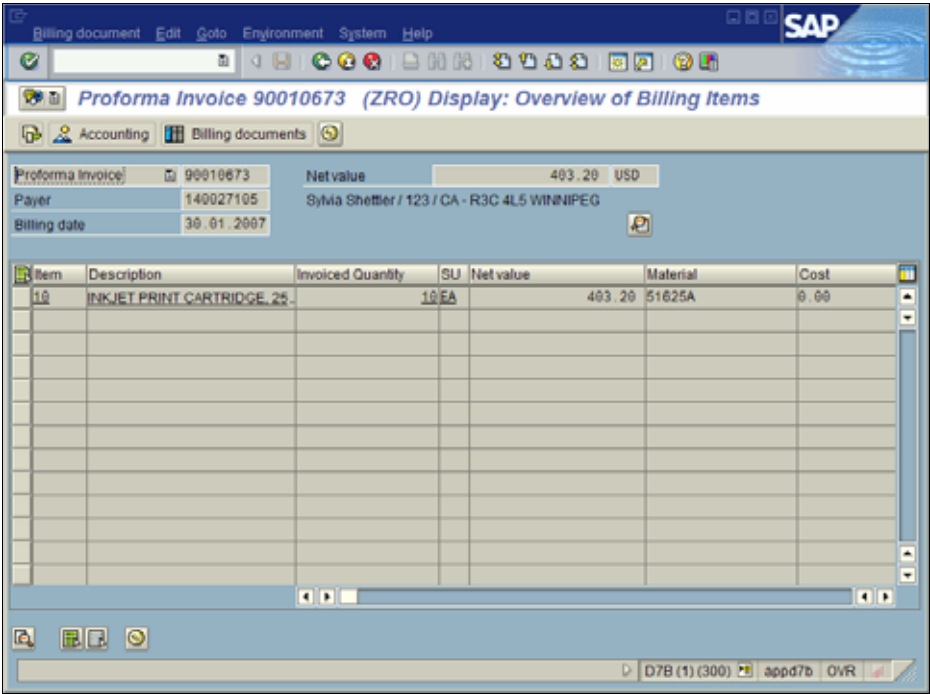
Slide 151 - Slide 151



Slide notes

Click on the invoice row, then the F8 key

Slide 152 - Slide 152

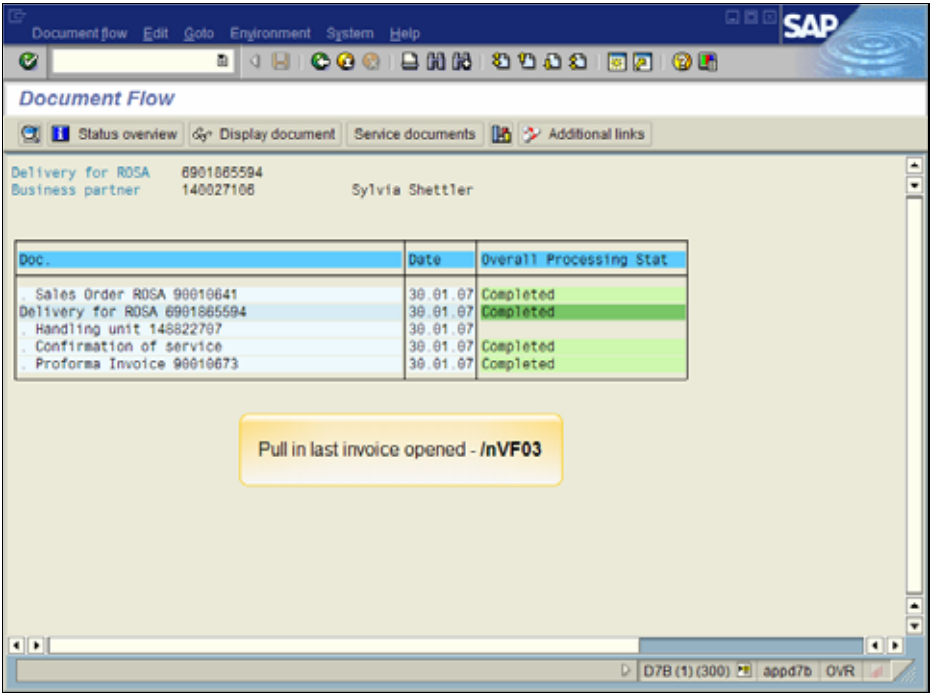


Slide notes

Verify that this is the correct invoice, then go back to your Display screen.

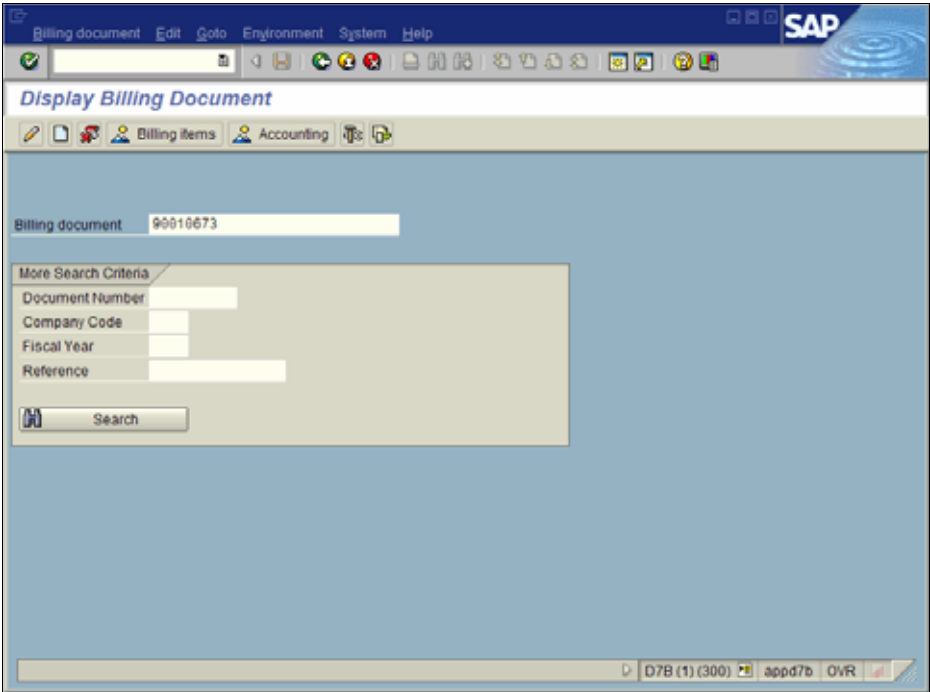
Slide 153 - Slide 153

Slide notes
and we'll enter the transaction code
Slide 154 - Slide 154



Slide notes
nvF03 will load the the last invoice opened - - this will be the invoice we just verified to be correct.

Slide 155 - Slide 155



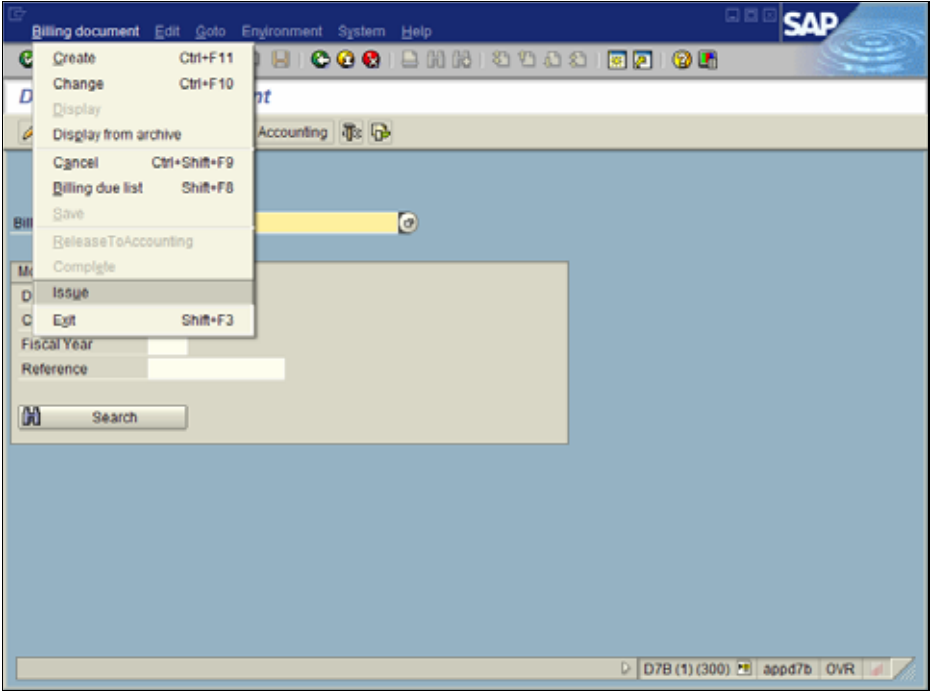
Slide notes
Now go to billing document

Slide 156 - Slide 156

Slide notes

and issue

Slide 157 - Slide 157



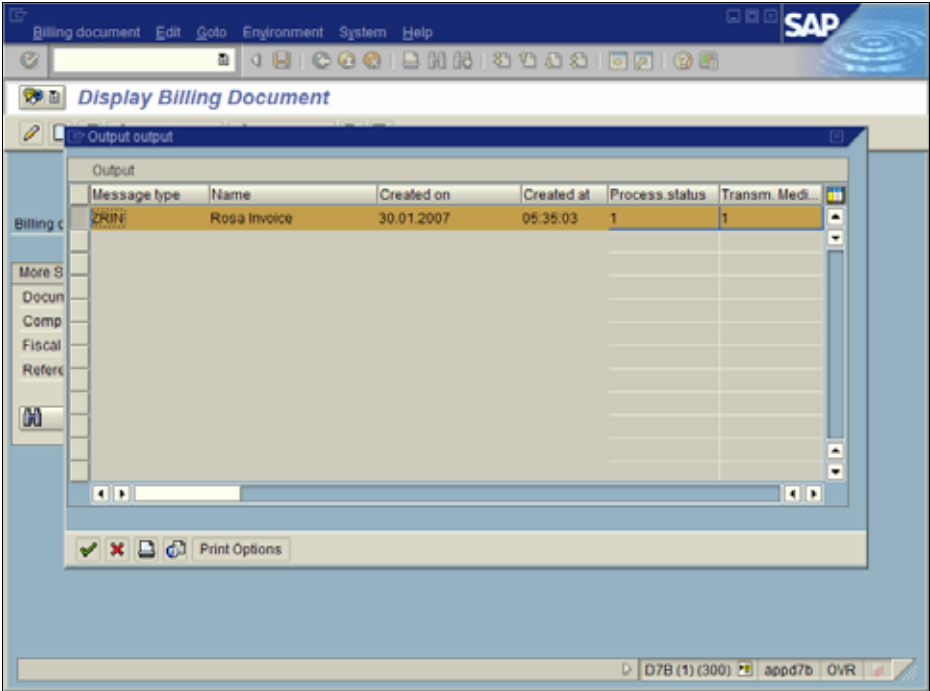
Slide notes

Slide 158 - Slide 158

Slide notes

Highlight the invoice just as we did in the other print screen

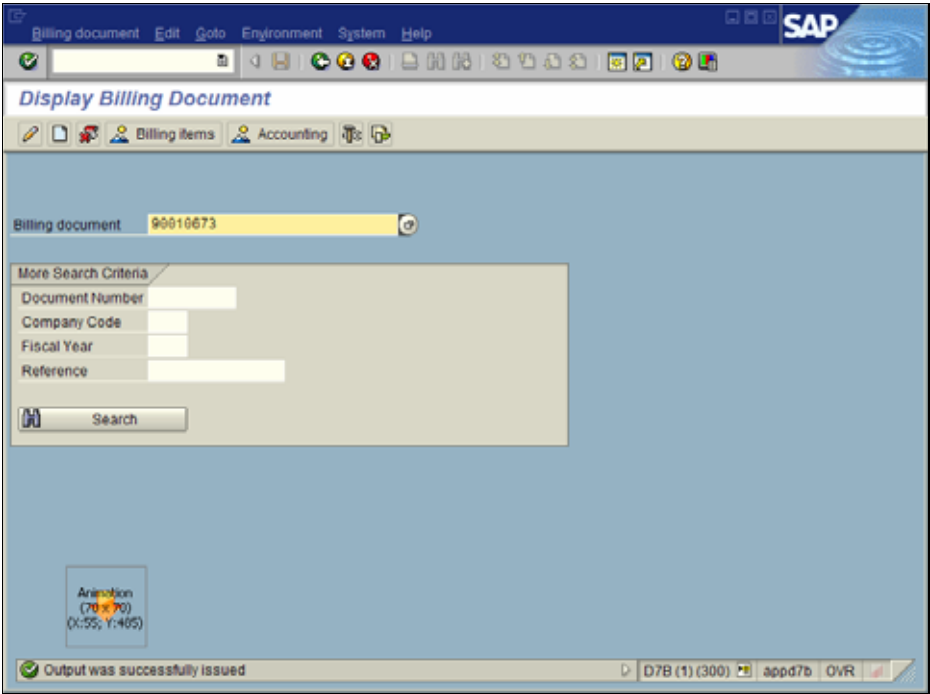
Slide 159 - Slide 159



Slide notes

and select the print icon

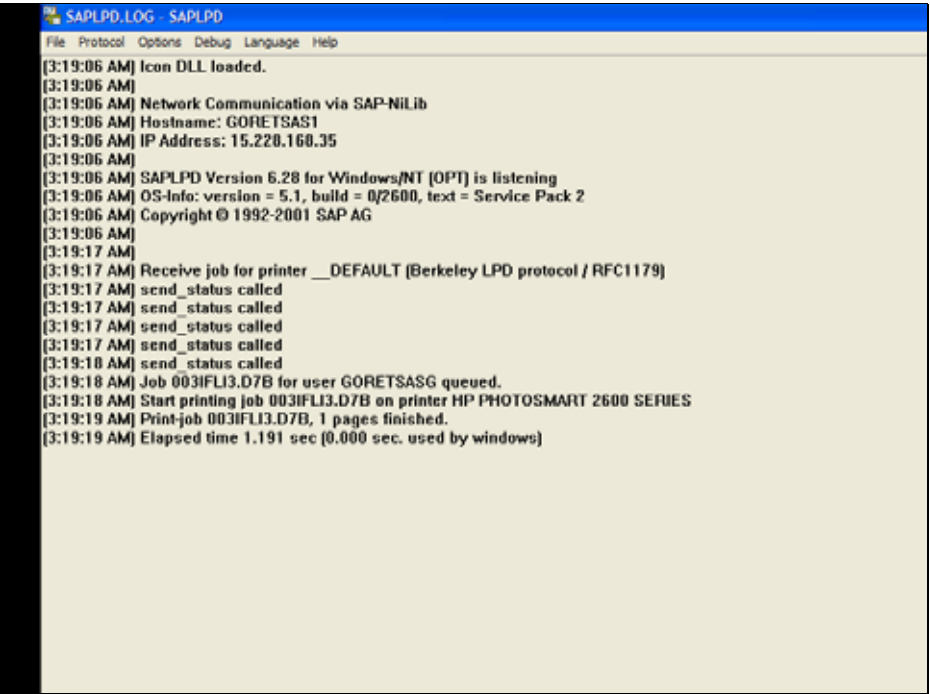
Slide 160 - Slide 160



Slide notes

You will get confirmation that your print was successful.

Slide 161 - Slide 161



Slide notes

You may see an SAP dialogue box during the print spooling sequence, this is normal. You can just close it using the x in the top right hand corner

Slide 162 - Slide 162

Outbound DeliveryEditGotoExtrasEnvironmentSubsequent FunctionsSystemHelp

Create Outbound Delivery with Order Reference

With Order ReferenceWith Order ReferencePost goods issue

Shipping pointR502 ROSA's CUPERTINO

/nzsd_dmr - Daily Manifest

Sales order data

Selection date10.01.2007

Order90010492

From item

To item

Predefine delivery type

Delivery Type

D7B (1) (300)appd7bOvR

Slide notes

Now Let's quickly review some reports you will routinely run. On a daily basis, you will probably want to print out a manifest . . . This is only used for shipments where we store tracking information at the box level - specifically UPS and FedEx.

Slide 163 - Slide 163

Outbound DeliveryEditGotoExtrasEnvironmentSubsequent FunctionsSystemHelp

Create Outbound Delivery with Order Reference

With Order ReferenceWith Order ReferencePost goods issue

Shipping pointR502 ROSA's CUPERTINO

Sales order data

Selection date10.01.2007

Order90010492

From item

To item

Predefine delivery type

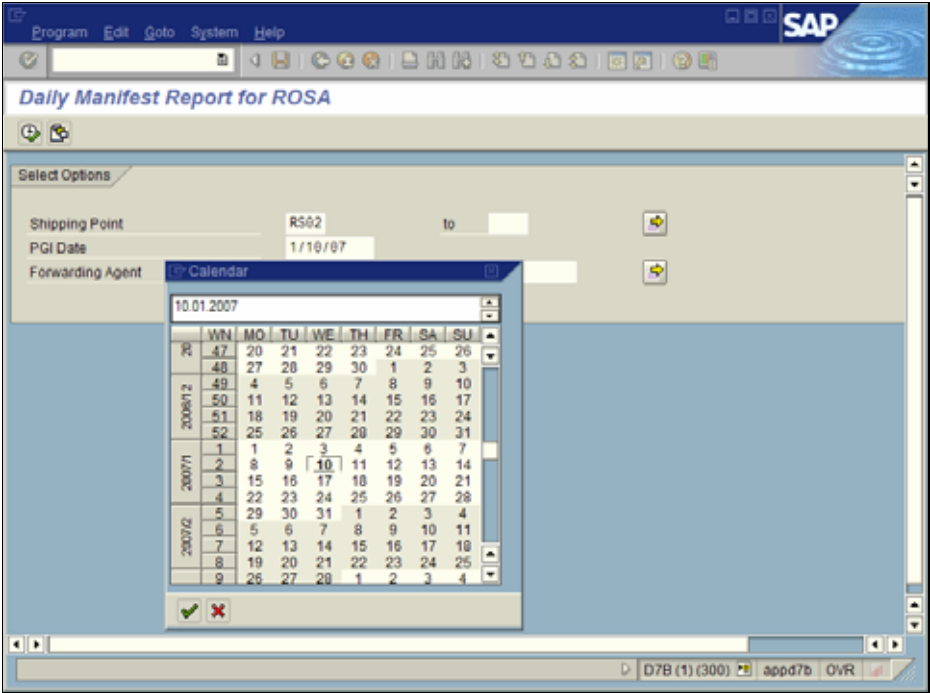
Delivery Type

D7B (1) (300)appd7bOvR

Slide notes

You can run this for a specific shipping point or a range of shipping points. You can also filter by PGI date or your carrier.

Slide 164 - Slide 164

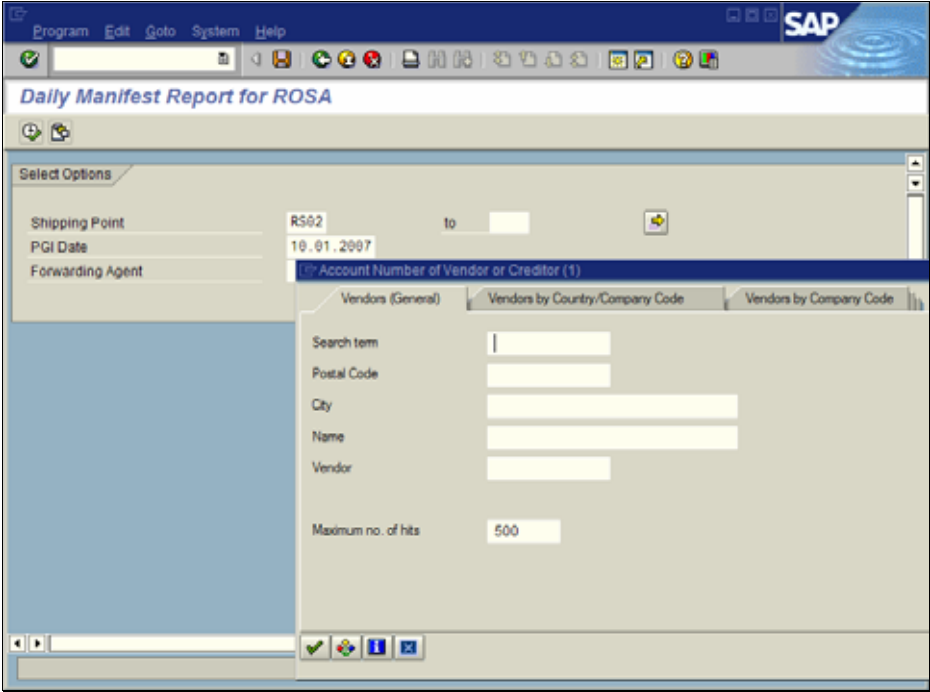


Slide notes

Slide 165 - Slide 165

Slide notes

Slide 166 - Slide 166



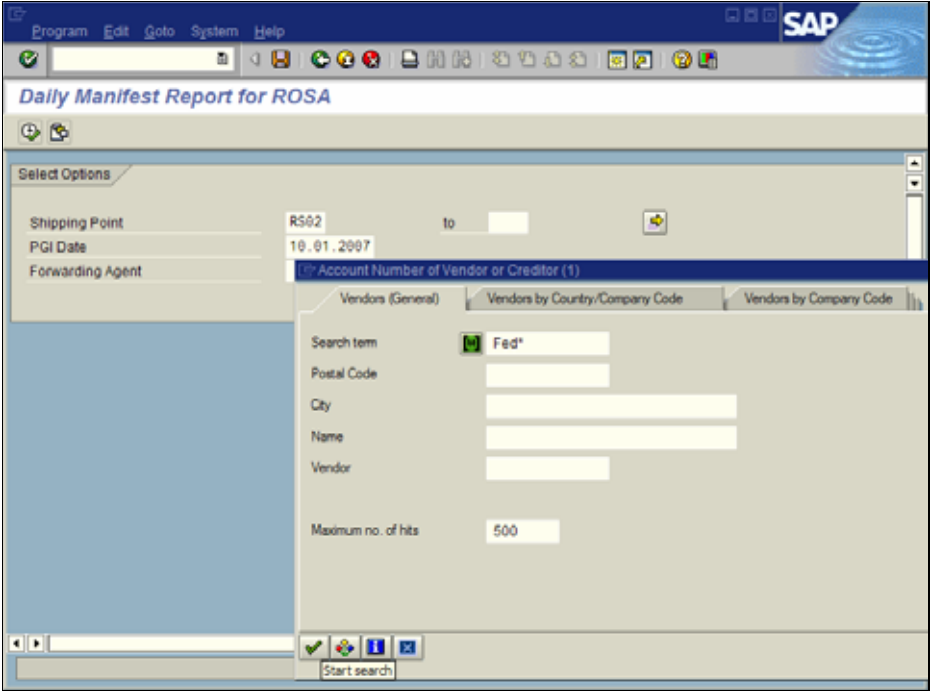
Slide notes

The forwarding agent drop down is the same search vehicle we are used to.

Slide 167 - Slide 167

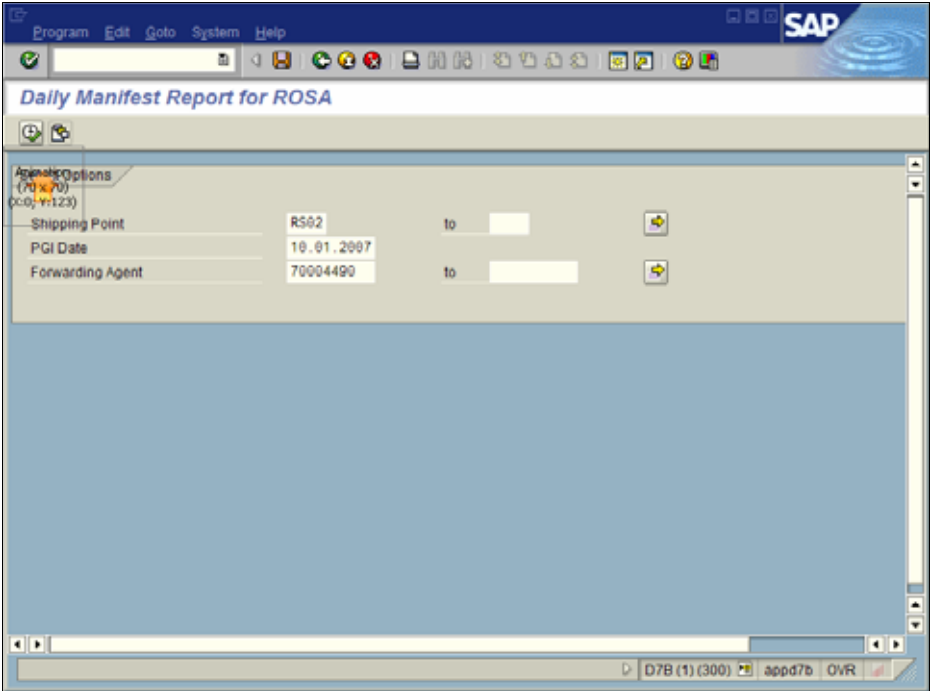
Slide notes

Slide 168 - Slide 168



Slide notes

Slide 169 - Slide 169



Slide notes

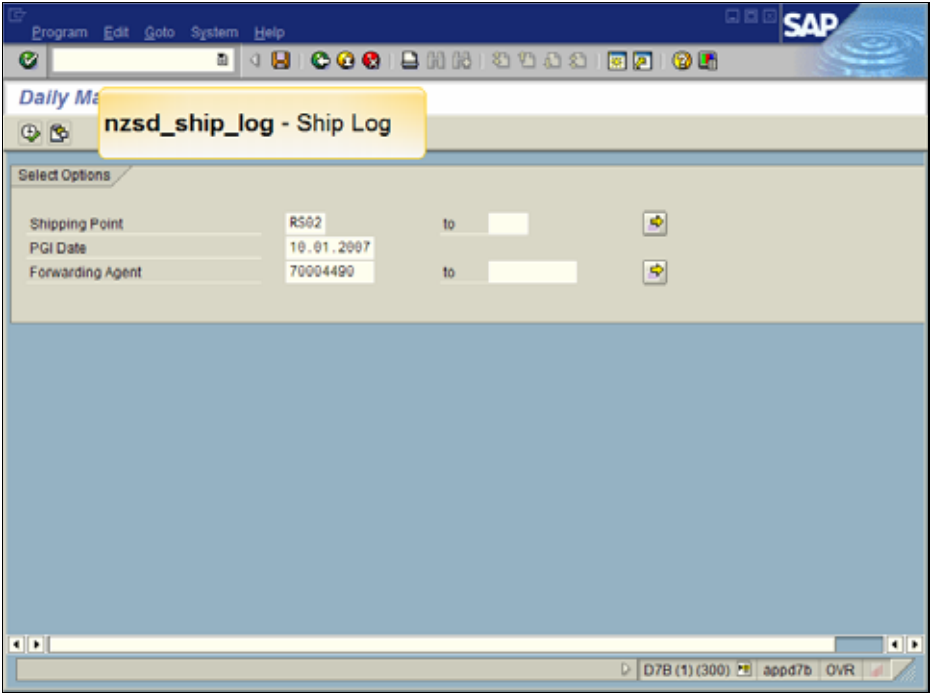
once you have entered your parameters, just execute your report

Slide 170 - Slide 170

Slide notes

Now let's look at another commonly used report

Slide 171 - Slide 171



Slide notes

This is the ship log

Slide 172 - Slide 172

Slide notes

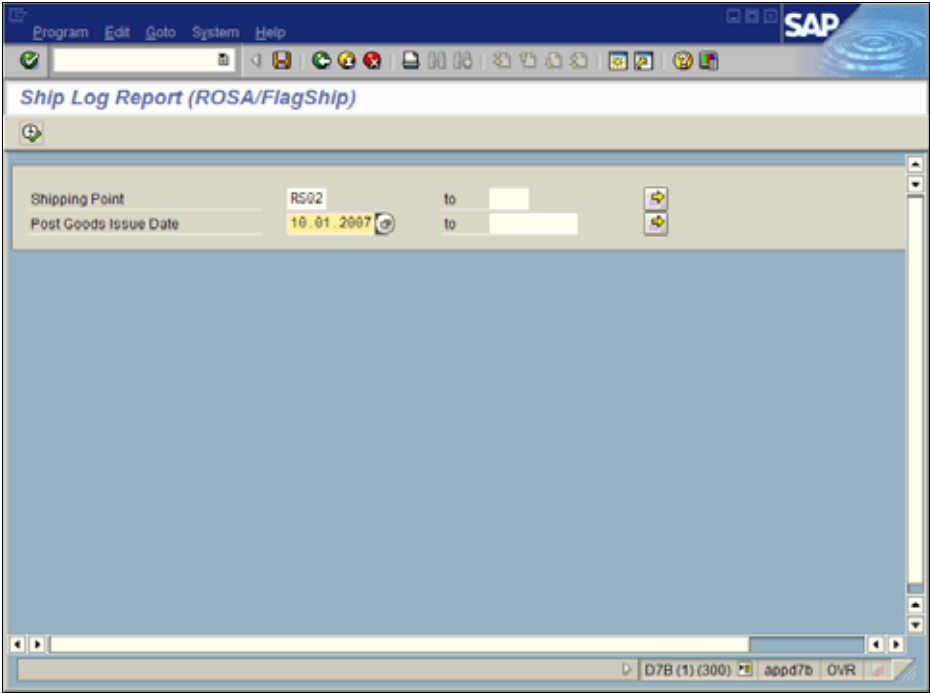
You can also access it from your user menu

Slide 173 - Slide 173

Slide notes

here you can generate a report based on shipping point and post good issue date range

Slide 174 - Slide 174



Slide notes

Be sure to investigate the information on both of these reports.

Slide 175 - Copy of Closing

Slide notes

Congratulations You can now Process a shipment. For more information please go to the distribution website. You will be transferred to that location now.